LWC TRANSCRIPT REQUEST

Please *PRINT* clearly & firmly. Print Form and mail or fax to address below. If faxed credit card or debit card information must be included. Requests with NO PAYMENT will be returned to the student address provided below.

Student Name:_____/_____/_____ Birthdate: _____
LAST *FIRST* *MIDDLE*

FEDERAL LAW REQUIRES SIGNATURE (AND DATE) BELOW BEFORE TRANSCRIPT CAN BE RELEASED.

SIGNATURE:_____**DATE**:_____

LWC I.D. OR Social Security Number: _____ Date & Type of Degree:_____

Daytime Telephone Number: _____ E-mail:_____

Student's Postal Mail Address:

Street_____

City_____ State & Zip Code_____

Other name used on records:_____ (example: maiden name)

Check if you are currently enrolled at LWC ☐ OR Indicate year of last enrolled at LWC _____

TRANSCRIPT REQUEST INFORMATION – **PREPAYMENT AND COMPLETE ADDRESS IS REQUIRED FOR PROCESSING**

Please send _____transcripts to:
quantity

***NOTE:** Student is responsible for complete address. If transcript is to be sent to more than one address, use additional forms.*

Name_____

Street_____

City, State & Zip Code_____

Method of Payment: (Transcripts are $5 per copy)

_____**Check or Money Order enclosed for_____amount** _____**Charge my Credit Card or Debit Card** (All major credit cards accepted.)

Account Number: ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ - ___ ___ ___ ___ Exp. Date:_____

- **Mail this form to:** Registrar's Office; Lindsey Wilson College; 210 Lindsey Wilson Street;Columbia, KY 42728. You may also **FAX** your signed request to 270-384-8228 (include credit or debit card information).
- Transcripts will not be released if the student's financial accounts at LWCV are not fully paid at the time of the request.

For further information regarding transcripts, contact the Registrar's Office at (270) 384-8025 or registrar@lindsey.edu.

Special Instructions:
Note: If no instructions are given, transcript(s) will be sent immediately.

_____Hold for final grades

_____Hold until Degree is recorded (term:_____)

_____Other: (list in space provided below)