

# Official Transcript Request

Lindsey Wilson College  
Office of the Registrar  
210 Lindsey Wilson Street  
Columbia, KY 42728



**Cost is \$10.00 per transcript**

**Student Information:** Lindsey ID Number/SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Former Name)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you currently enrolled at Lindsey Wilson College? YES NO Dates of Attendance: From: \_\_\_\_\_ to: \_\_\_\_\_

Total number of transcripts requested: \_\_\_\_\_ I would like my transcript to be (select all that apply):

I would like my transcript to be (select one):  
 Mail  Fax (If faxed, transcript is unofficial)  Send immediately  
 Hold for final grades  
 Hold until degree is awarded  
 Other (please provide information in space to the left)

Fax Number: \_\_\_\_\_

*\*Note: If no instructions are given transcripts will be mailed out immediately. Also, Lindsey Wilson College only offers official transcripts through mailing; if transcripts are faxed, they are unofficial.*

**Recipient Information:**

\_\_\_\_\_  
Name/School/Organization

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Requests with a check, money order or credit card information may be mailed to:

Lindsey Wilson College  
Office of the Registrar  
210 Lindsey Wilson Street  
Columbia, KY 42728

Requests with credit card information may also be faxed to 270-384-8228.

**Payment made by credit or debit card:**  
*Note: Requests paid by credit or debit card will have an additional 2.75% convenience fee.*

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student.

X \_\_\_\_\_  
(Signature) (Date)