



**Student Information**

LMC ID or Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Current Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name/Initial: \_\_\_\_\_  
 Name while attending LMC, if different from above: \_\_\_\_\_  
 Cell Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Home Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
 Personal Email: \_\_\_\_\_@\_\_\_\_\_  
 Approximate dates of attendance at LMC: \_\_\_\_\_

**Transcript Delivery Information**

Please tell us where your transcript needs to go. **Overnight service will \*not\* deliver to a PO Box.** If you would like the transcript sent to yourself, add your own name and mailing or fax information below:

Name of Institution or Organization: \_\_\_\_\_  
 Street Line 1: \_\_\_\_\_  
 Street Line 2: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_  
 ~ OR ~  
 Fax Number (for unofficial copies only): (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Attention: \_\_\_\_\_

**Transcript Delivery Method**

- Standard Postal Mail – \$5 transcript fee, no additional postage charge. Processing time is 2-3 business days.
- Fax (unofficial copies only) – \$5 transcript fee, no additional delivery charge. Processing time is 2-3 business days.
- Overnight Domestic (within US) – \$5 transcript fee plus \$9 overnight service charge. Processed same day if received by 2pm.
- International Express (outside US) – \$5 transcript fee plus international express service charge. Service charges vary by destination and will be determined using FedEx pricing guide. Processed same day if received by 2pm.
- Student pick up at Napier campus - \$5 transcript fee. Processing time is 2-3 days. Records staff will call you when transcript is ready.

**Special Instructions**

- Hold for grades. I am currently attending classes at LMC and would like my transcript held until grades have been processed (approximately one week after the end of the semester).
- Hold for degree. I have applied for graduation and would like my transcript held until my degree or certificate has been posted to my record (approximately 30 days after the end of the semester in which all graduation requirements are met).
- MTA/MACRAO evaluation. I believe I meet the requirements for MTA or MACRAO and would like the notation posted to my record (see LMC college catalog or an academic advisor for more information).

**Payment Information**

Payment included (check one):  
 Cash (amount: \$\_\_\_\_\_)   
 Check (check number \_\_\_\_\_) or Money Order (money order number \_\_\_\_\_)   
 Credit Card (Visa, Mastercard, or Discover; *American Express accepted in person only*)  
 Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date (month/year): \_\_\_\_/\_\_\_\_

**I authorize the release of my information as indicated on this request and any attachments. If paying by credit card, I also authorize any fees as indicated above to be charged to the card.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use**

Payment date: \_\_\_\_\_ Amount: \$\_\_\_\_\_ Initial: \_\_\_\_\_ Transcript process date: \_\_\_\_\_ Initial: \_\_\_\_\_