TRANSCRIPT REQUEST FORM

PROCESSING INFORMATION:
Send this many transcripts to: Send them:
Official to third party [] Now
To me: Official [ ] Now by Federal Express (additional $25)
Unofficial [ ] End of current term
[ ] After degree is posted
[ ] Pick up on [ ]

RELEASE MY ACADEMIC TRANSCRIPT TO:
This form is used in a window envelope. You are responsible for accurate information.

YOUR SIGNATURE
NOTE: The federal government requires your signature to release transcripts.

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO PROCESS YOUR REQUEST (type or print):
Name ___________________________ Social Security Number ___________________________
Name at time of enrollment ___________________________
Current Address ___________________________
Email address ___________________________

I am… [ ] currently enrolled (no charge)
[ ] a graduate of Lycoming. My graduation date is term __________ year __________
[ ] not currently enrolled. My last term in attendance was term __________ year __________

Reason for transcript request: [ ] Applying to graduate school
[ ] Processing an application for employment
[ ] Transferring to another undergraduate college
[ ] Other ___________________________

FEES: No transcript will be issued for a student or alumnus whose financial obligation to the college has not been satisfied. Payment must accompany this request.

Free for current, full-time students.
$5 first copy, $1 each additional copy requested at same time.
$25 additional for Federal Express

Make checks payable to Lycoming College.

TO PAY YOUR FEES WITH CREDIT CARD:
[ ] VISA [ ] MASTERCARD
Acct # ___________________________
Expiration Date ___________________________
Cardholder signature ___________________________
Daytime Phone Number ___________________________
Cardholder name and address (if different from above)

TRANSCRIPTS ARE PROCESSED IN 3 BUSINESS DAYS
EXCEPTION: END/BEGINNING OF TERM UP TO 14 BUSINESS DAYS.

FOR OFFICE USE ONLY:
Payment Received $ ___________
[ ] Cash [ ] M.O. [ ] Credit Card
[ ] Check # ___________________________

Financially cleared [ ] Yes [ ] No
Hold released ___________________________

Date Transcript Mailed ___________________________
Processed by ___________________________

REV 11/23/05: rlc