

REQUEST FOR TRANSCRIPT(S)

LOUISIANA STATE UNIVERSITY
Office of the University Registrar
112 Thomas Boyd Hall, Baton Rouge, LA 70803-2804
Phone: (225) 578-1686 Fax: (225) 578-5991

ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY MUST BE CLEARED AT THE TIME OF MAILING.

Transcript requests are processed as rapidly as possible and are usually honored within one (1) day of request.
One week should be allowed for a request made at the end of any semester or summer term.

Name as it appears on LSU record: _____
Last First Middle

Maiden Name Other Name(s) Date of Birth

Current Address City, State, Zip Code

(Area Code) Phone Number (Area Code) Cell Phone Number E-mail Address

*SSN/LSUID _____ **Number of transcripts to be mailed _____

LAST ENROLLMENT: Current Fall Spring Summer YEAR _____

I understand that transcripts will not be issued until all financial obligations to the University are cleared.

Signature for release of transcripts Date

Pursuant to Federal Law 93-380, this personal information is transferred only on the condition that you will not permit any other party to have access to such information without the written consent of the student. Having so transferred such information, LSU disclaims further responsibility.

*The Social Security Number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by Louisiana State University (LSU) to verify your identity for official record keeping and reporting. If you choose not to supply your SSN, certain services, such as transcripts, enrollment verification, tax reporting, financial aid and other services may not be available to you. Your SSN will be stored in a central system and used only for official reporting and record keeping. It will not be used as the primary source to identify you within the LSU System. The LSUID will be used as the primary identifier.

Check if applicable: HOLD FOR FINAL GRADES
 HOLD FOR POSTING OF THE FOLLOWING CORRESPONDENCE GRADE(S):

MAIL TO THE ADDRESS(ES) LISTED BELOW. **LSU provides two free transcripts per day. For each additional transcript, \$5 will be charged per transcript per day. Make checks payable to LSU.

Name & Address

Name & Address

<i>Special Instructions:</i>

Transcripts will ONLY be mailed. Transcripts WILL NOT be faxed or sent electronically.