

Request for Lewis & Clark Graduate Transcript

- Hold for pick-up at the Registrar's Office (*picture ID required*)
- Hold for degree posting. Degree date: _____
- Hold for grades posting: term/year: _____
- Process after removal of incomplete: course _____ term/year _____

 Last Name First Middle

 Current Address Apt. # ()

 City State Zip Phone

 Birth date Maiden/Other names attended Email address

 Social Security No. Approx. years attended L&C from _____ to _____

IMPORTANT – Incomplete or unsigned transcript requests may be returned without processing.

Student's Signature _____ Date: _____

No. of transcripts: _____ mailed to address above
 No. of transcripts: _____ sent to Institution/agency below

Name/Dept.	Name/Dept.
Institution/Agency	Institution/Agency
Address	Address
City State Zip	City State Zip

Fee: \$5 for one, \$10 for two, and \$2 for each additional transcript ordered at the same time. Make checks payable to Lewis & Clark College. If your account is not clear with the L&C Cashier's Office (503-768-7829) your request will be returned to you unprocessed. Payment must accompany request.

- I am enclosing a check in the amount of \$ _____ for a total of _____ transcripts.
- Please charge my credit card \$ _____ for _____ Graduate School transcripts.

Name on the card: _____

MasterCard Visa/Card # - - -

Visa V-code* Expiration date (month/year)

*The three-digit security code on the back of the card.

Please allow five working days to process. Allow additional time during peak periods (semester start/end dates).

**Revised 3/2007