

Lewis & Clark College CAS (Undergraduate) Transcript Request Form

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| <i>Last</i> | <i>First</i> | <i>MI</i> | <i>Phone</i> |
| <i>Current Address</i> | <i>City</i> | <i>State/ZIP</i> | <i>email address</i> |
| <i>Social Security # or LC ID #</i> | <i>Birthdate</i> | <i>Maiden/Other name(s) under which you may have attended</i> | |
| <i>Dates of attendance (approximate):</i> | | <i>Degree date (BA/BS), if applicable:</i> | |

Number of transcripts to be mailed to you at the above address: _____ Official ___ Unofficial ___
 Please note: WE DO NOT FAX TRANSCRIPTS.

| | | |
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| Number of OFFICIAL transcripts to be mailed to the company/institution/address below: _____ Name: Institution/Agency: Address: City/State/ZIP: | | Number of OFFICIAL transcripts to be mailed to the company/institution/address below: _____ Name: Institution/Agency: Address: City/State/ZIP: |
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SPECIAL INSTRUCTIONS

_____ Hold for pick-up at the Registrar's Office (Photo ID required) _____ Process after degree is posted. Degree date:
 _____ Hold for the following reason: _____ Process after grades are posted: term/year:

| | |
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| <i>SIGNATURE OF STUDENT-record will not be released without signature</i> | <i>Date</i> |
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FEES

UNOFFICIAL TRANSCRIPT: No charge, BUT will only be issued to the student.
 OFFICIAL TRANSCRIPT: \$5 for one, \$10 for two, and \$2 for each additional transcript ordered at the same time.

PAYMENT MUST ACCOMPANY REQUEST.
If your account is not clear with the L&C Cashier's Office (503-768-7829) your request will not be processed.

Total number of official transcripts ordered: _____ Amount enclosed: _____

Payment made with: Check VISA MASTERCARD (*We accept only VISA/MASTERCARD*)

Name on card (*please print*): _____

Signature: _____ V Code: _____

Credit card #: _____ Expiration date: _____

Mail/FAX/bring your request to the Registrar's Office in Templeton Student Center. Allow five working days for processing.

Lewis & Clark College
 Office of the Registrar
 0615 SW Palatine Hill Road
 Portland, OR 97219

Fax: 503-768-7333
Phone: 503-768-7325