



Transcript Request Form

Fee - \$5.00 each

DIRECTIONS: Fill out form **completely** and **correctly**. Transcripts will not be issued if holds exist on a student's account. Requests are processed within 3-5 business days upon receipt; up to 15 business days at the end of a semester. Checks are to be made payable to Lansing Community College. Only one address per form, additional addresses require a new form to be completed & submitted.

Requests with incomplete information and/or insufficient payment will NOT be processed.

Student Number	OR	Date of Birth (mm/dd/yyyy)	AND	Last 4 digits SSN
Last Name		First Name		Middle Initial
Previous Name Used:				
Street Address				
Your address will be updated in the records system as your permanent address unless you check here <input type="checkbox"/>				
City		State		Zip Code
Primary Phone		email		

Student Signature

Date

Requesting _____ transcripts at \$5 per transcript

Send transcript(s) to (please **print**)

Issue to student (transcript will be stamped "Issued to Student")

Additional instructions

Hold until current semester grades are posted

- Fall
- Spring
- Summer

Hold until certificate or degree is posted
 Hold for MACRAO Original core/MACRAO audit form, completed & signed by your advisor is attached.
 Hold for pick up by student at Enrollment Services.

Bring or mail your completed form to:

**7120-Student Finance
 Gannon Building Rm: 214
 Lansing Community College
 PO Box 40010
 Lansing MI 48901-7210**

**Fax completed form w/credit card information to Student Finance at
 517-483-9858**

Do not re-fax this request until you confirm with Student Finance (517) 267-5959, that your request was not received. Multiple transmissions may result in multiple charges to your card.

FOR OFFICE USE ONLY	
<input type="checkbox"/> No Hold	Date Processed _____
Hold Code _____	Date Notified _____

Visa or Master Card Payment

Card Number: _____

Expiration Date (mm/yyyy): _____

Name on Card: _____

Authorized Amount: \$ _____

Signature of Card Holder: _____