



LEBANON COLLEGE

15 Hanover Street • Lebanon, New Hampshire 03766 • (603) 448-2445

Request for Transcript

Date: _____

Print and use this form when making a request for your Lebanon College transcript. The fee for each transcript is \$5.00. You can pay by cash, check, money order or credit card (Visa or MasterCard). Forms that are not completely filled out will result in a delay in releasing your transcript.

Your full name (name used while you were a student):

Last: _____ First: _____ MI: _____ SSN: _____

Your signature: _____

Note: Transcript requests cannot be processed without your signature.

Dates of Attendance: _____ Date of Birth: _____ (MM/DD/YEAR)

Your current address, telephone number and email address:

Please check the type of transcript you are requesting:

- Official transcript to be mailed by Lebanon College to another college, employer, etc. (list addresses below);
- Official transcript in a sealed envelope to be sent to you at the above address;
- Unofficial transcript for your own use.

List the complete names and addresses where you need to have your transcript mailed:

1. _____

2. _____

3. _____

Number of transcripts _____ X \$5.00 =
_____ total due to LC

Please make checks payable to Lebanon College. If paying by credit card, we need the following information:

Credit card number: _____ Expiration date: _____ (MM/YEAR)

3 digit Security Code on back of card: _____

Cardholder's name as it appears on the card and complete billing address:

Cardholder's signature: _____

Please mail this request form and your payment to: Lebanon College, Registrar's Office, 15 Hanover Street, Lebanon, NH 03766

Or, for requests paid with credit cards **only**, you can fax your request to (603) 448-2491. Please note the following:

- Upon receipt of request, transcripts will be issued and mailed within 2 weeks, unless otherwise requested. We will confirm when your transcript is released by either email or U.S. Mail.
- Transcripts will not be issued until payment is received or if you have an outstanding financial obligation with the Business Office.
- Credits earned at Lebanon College are accepted by other colleges or universities for transfer at the sole discretion of the accepting college or university.

Additional forms can be downloaded at <http://www.lebanoncollege.edu/news/LC%20Transcript%20Request.pdf>