

# Luther Rice University

## Transcript Request Form

**PLEASE COMPLETE A SEPARATE REQUEST FORM FOR EACH TRANSCRIPT COPY THAT YOU WANT.** No transcript of a student's record will be issued until all financial obligations to the University have been satisfied. There is a \$5.00 transcript fee for each transcript requested.

### Student Information (Please Print):

Student ID or Social Security Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial Maiden

Address: \_\_\_\_\_  
Street Address City State Zip

Phone Number: \_\_\_\_\_

**Request Mailed to:** \_\_\_\_\_  
Name of Institution or Recipient

\_\_\_\_\_ Street Address

\_\_\_\_\_ City State Zip

Mail to student (at address listed in Student Information)

### Type of Request:

Official (must be delivered in a sealed envelop to be official)  Unofficial

\_\_\_\_\_ Number of copies

Reason for Request: \_\_\_\_\_

### Payment Method:

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(Discover, Mastercard, or Visa only)

Check

**Mail to:** Luther Rice University  
3038 Evans Mill Road  
Lithonia, Georgia 30038  
770-484-1204

### Select the appropriate item:

Now  After Current Term Grades Posted  
 After Grade Change in Following Course \_\_\_\_\_  After Degree Conferred

### THREE DAY (MINIMUM) TURNAROUND FOR TRANSCRIPT REQUESTS\*

(\*Please note during peak seasons, registration and graduation, transcript requests and letter of certification requests will take a minimum of 5-10 business days.)