

# REQUEST FOR TRANSCRIPT(S)

LOUISIANA STATE UNIVERISTY  
Office of the University Registrar  
112 Thomas Boyd Hall, Baton Rouge, LA 70803-2804  
Phone: (225) 578-1686 Fax: (225) 578-5991

**ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY SHOULD BE CLEAR AT THE TIME OF REQUESTING.**

Transcript requests are processed as rapidly as possible and are usually honored within one (1) day of request.  
One week should be allowed for a request made at the end of any semester or summer term.

\*SSN/LSUID: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*NUMBER OF TRANSCRIPTS TO BE MAILED: \_\_\_\_\_

FEDEX ACCT NO. (IF APPLICABLE): \_\_\_\_\_

LAST ENROLLMENT:  CURRENT  FALL  SPRING  SUMMER YEAR: \_\_\_\_\_

Check if Applicable:  HOLD FOR FINAL GRADES  J.D. (JURIS DOCTORATE) RECORD ONLY?  
 HOLD FOR POSTING OF THE FOLLOWING IDL/ODL COURSE GRADE(S):  
\_\_\_\_\_

Name as it appears on LSU record: \_\_\_\_\_

LAST

FIRST

MIDDLE

MAIDEN NAME

OTHER NAME(S)

DATE OF BIRTH

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

**MAIL TO THE ADDRESS(ES) LISTED BELOW:** \*\*LSU provides **TWO FREE** transcripts per day. For each additional transcript, \$5.00 will be charged per transcript per day. Make checks payable to LSU.

Name & Address:


Name & Address:


**I understand that transcripts will not be issued until all financial obligations to the university are cleared.**

\_\_\_\_\_  
**\*\*\*SIGNATURE FOR RELEASE OF TRANSCRIPTS\*\*\***

Pursuant to Federal Law 93-380, this personal information is transferred only on the condition that you will not permit any other party to have access to such information without the written consent of the student. Having so transferred such information, LSU disclaims further responsibility.

\* The Social Security Number (SSN) you provide for enrollment purposes, or when requesting specific services, such as transcripts, enrollment verification, tax reporting, financial aid, and other sources may not be available to you. Your SSN will be stored in a central system and used only for official reporting and record keeping. It will not be used as the primary source to identify you with in the LSU system. The LSUID will be used as the primary identifier.

**TRANSCRIPTS WILL ONLY BE MAILED OR SENT ELECTRONICALLY. TRANSCRIPTS WILL NOT BE FAXED.**