

Request for Lewis & Clark Graduate Transcript

- Hold for pick-up at the Registrar's Office (*picture ID required*)
- Hold for degree posting. Degree date: _____
- Hold for grades posting: Term/year: _____
- Process after removal of Incomplete grade: Course _____ Term/Year _____

 Last Name First Middle

 Current Address Apt. # ()

 City State Zip Phone

 Birth date Maiden/Other names attended Email address

 Social Security # or L&C ID # (Required) Approx. years attended L&C from _____ to _____

- I only attended L&C Graduate School I also attended L&C College of Arts & Sciences I also attended L&C Law School

NOTE: *If you also completed undergraduate coursework with Lewis & Clark College of Arts and Sciences or law coursework with Lewis & Clark Law School, we will forward your request to the appropriate Registrar's Office for official transcripts. The transcripts will be sent under separate cover at no additional fee.*

IMPORTANT – Incomplete or unsigned transcript requests may be returned without processing.

Student's Signature _____ Date: _____

No. of transcripts _____ mailed to address above
 No. of transcripts _____ mailed to Institution/agency below

- Send an electronic transcript to TSPC
(Teacher Standards & Practices Commission)
- Send an electronic transcript to OBLPCT
(Oregon Board of Licensed Professional Counselors & Therapists)

***Electronic delivery is currently ONLY available for TSPC & OBLPCT**

Name/Dept.	Name/Dept.
Institution/Agency	Institution/Agency
Address	Address
City State Zip	City State Zip

Fee: Transcripts are \$5.00 each (including any electronic transcripts) for the first two copies. Additional transcripts, when ordered at the same time, are \$2.00 each. Therefore, 1 transcript = \$5.00, 2 transcripts = \$10.00, 3 transcripts = \$12.00, 4 transcripts = \$14.00, etc. You can pay by cash, check (made payable to Lewis & Clark College), or credit card (Visa or MasterCard only). Payment must accompany request.

- I am enclosing cash in the amount of \$ _____ for a total of _____ transcripts.
- I am enclosing a check in the amount of \$ _____ for a total of _____ transcripts.
- Please charge my credit card in the amount of \$ _____ for a total of _____ transcripts.

Name on the card: _____

MasterCard Visa/Card # - - -

Visa V-code* Expiration date (month/year)

*The three-digit security code on the back of the card.

Please allow five working days to process. Allow additional time during peak periods (semester start/end dates).