

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 _____
Birth date		Maiden/Other names attended _____
Social Security # or L&C ID # (Required)		Email address _____
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 law coursework with the Lewis & Clark Law School, we will forward your request to the Law Registrar's office for official transcripts. The transcripts will be sent under separate cover at no additional fee. If you also completed undergraduate coursework with the College of Arts and Sciences, please order those transcripts separately through the CAS Registrar's office. Information can be found at <http://college.lclark.edu/offices/registrar/transcripts/>.*

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).