TRANSCRIPT REQUEST FORM
(College Curriculum Credit Courses Only)

Lenoir Community College
P.O. Box 188, Kinston, NC 28502-0188  Phone# (252) 527-6223  Fax # (252) 233-6895

Transcripts may also be requested online at www.studentclearinghouse.org.

Transcripts are $5 per official copy. Payment must be made before the request will be processed.

NO TRANSCRIPT WILL BE ISSUED UNTIL ALL FINANCIAL OBLIGATIONS TO THE COLLEGE HAVE BEEN SATISFIED.
(EXAMPLE: PARKING TICKETS, LIBRARY FINES, OVERDUE BOOKS, CAMERA EQUIP., ETC.)

CIRCLE ALL THAT APPLY: PICK UP MAIL *FAX **E-MAIL

(Please note: Faxed & E-mailed transcripts may not be considered official at the receiving college.)

*Fax transcript to: Name/department:________________________ Fax #:________________________

**Email transcript to: Email address: __________________________

Transcripts are available for PICK UP after 2 PM the next day.
If someone else will PICK UP your transcript, please provide their name here: __________________________
(A valid picture ID is required.)

LCC STUDENT I.D. NUMBER*
(or last 4 digits of your SS# and date of birth)

(Please print)
FULL NAME
  First  Middle/Maiden  Last

Mailing Address

________________________  __________________________  __________________________
City  State  Zip Code

Telephone Number: __________________________

Last name while enrolled (if different)________________________  Year last attended LCC __________

MAIL MY TRANSCRIPT TO:

____________________________________________________
College Name/Department/ Person

Full Mailing Address

________________________
Street Address

________________________  __________________________  __________________________
City  State  Zip Code

SPECIAL INSTRUCTIONS: (check all that apply)
☐ Hold for present semester grades  ☐ Hold for graduation statement
☐ Other instructions? ____________________________________________________________

SIGNATURE _______________ DATE _______________
A physical signature is required. Cursive font and electronic signatures will not be accepted.

Revised: 07/26/17