

HOLD FOR CURRENT
SEMESTER GRADES:
 YES NO



REQUEST FOR TRANSCRIPT

It is our goal to process your transcript request within 24 hours. However, peak times such as registration and graduation or archived records may cause a delay of up to 3-5 business days.

NOTE: Transcripts from Lamar State College Port Arthur and Lamar State College Orange must be ordered on those respective campuses.

Student I.D. Number: _____ **Date of Birth:** ____/____/____

Name: _____
LAST FIRST MIDDLE MAIDEN

Address: _____
Street Address City State Zip

Best Contact Number: (____) _____ - _____ **Email Address:** _____

Signature: _____ **Date:** ____/____/____

Approximate Dates of Attendance: **From:** _____ **To:** _____

NOTE: Students may receive up to 5 free official transcripts per long semester

Number of Copies: _____ to be picked up by Self or Other: _____
Print Name (photo ID required at pick-up)

Number of Copies: _____ to be Mailed to others: (list name/school and addresses below)

ISSUED TO STUDENT will be stamped on all transcripts mailed to student

NAME NO. & STREET (APT/SUITE #) CITY STATE ZIP

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Email completed form (with visible copy of photo ID) to: Transcripts@lamar.edu

Mail completed form (with visible copy of photo ID) to: Transcript Production, PO Box 10010, Beaumont, Texas 77710

**Transcripts not picked up within six months of ordering date will be destroyed.*