

## REQUEST FOR TRANSCRIPT OF CREDIT

### INSTRUCTIONS:

1. Fill out one request form for each university or college attended.
  2. Mail one request form to each university or college previously or presently attending.
- 

TO: Registrar's Office (of previous/present university or college)

---

Name of previous/present university or college

---

Mailing address of Registrar's Office

---

City

State

Zip

Please send one (1) copy of my official academic transcript to:

**Louisiana Tech University  
Office of Admissions  
P.O. Box 3178  
Ruston, LA 71272**

My dates of attendance were from \_\_\_\_\_ to \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Please Print**

---

Name

---

Social Security Number

---

Date of Birth

---

Present Mailing Address

---

City

State

Zip

### TO STUDENT REQUESTING TRANSCRIPT:

Most institutions require the payment of a fee before issuing a transcript. You may conserve time by including your payment with this request. You should indicate your name as it was when you attended the institution for reference purposes. A large number of institutions accept only the transcripts mailed directly to them from the Registrar's Office of previously attended institutions.

**NOTE: TRANSCRIPTS SHOULD BE SENT AFTER FINAL GRADES ARE REPORTED**