



Lake Tahoe Community College Official Transcript Request Form

Return to:
 Enrollment Services
 One College Drive
 S. Lake Tahoe, CA 96150
 Enrollmentservices@ltcc.edu
 Fax: (530) 542-1781

Transcript Information: *(Please read before completing this form.)*

1. Transcript will only include courses taken at Lake Tahoe Community College.
2. Courses for the current quarter and/or a quarter that has just ended will not appear on the transcript until the grade posting process has been completed (This may take 2-4 weeks after the end of the term). Grades and unofficial transcripts may be available via Web Advisor during this period.
3. No transcript will be furnished until all financial obligations to the college are satisfied.
4. Normal processing time (depending on the time of year) is **7-10 working days**. Rush transcripts are available for an additional fee and are processed within 2-4 working days. Please allow additional time for delivery if transcript is mailed.
5. **If you have previously requested two (2) or more transcripts, you will be charged \$5.00 per transcript.** (The first two transcripts are free.) Rush transcript requests will be processed for an additional \$10.00 fee per transcript request.
6. Official transcripts are sent in sealed envelopes to the name and address provided by the student. To avoid delivery problems, provide complete name and address. **Transcript is VOID (unofficial) if envelope is opened by student.**

Student ID	Last Name	First Name	Middle Name	Other Names Used at LTCC
Birthdate	Last Attended (Quarter/Year)	Phone	E-mail Address	

I hereby authorize Lake Tahoe Community College to release my official transcript and/or verification to any institution, agency and/or person listed in the box below.

Signature: _____ Date: _____
 (Please note we don't accept electronic signatures)

Please send _____ copy(ies) of my transcript to: _____ _____ _____ _____ <input type="checkbox"/> Send transcript now (processed in 7-10 working days) <input type="checkbox"/> Rush transcript now (processed in 2-4 working days) <input type="checkbox"/> Send transcript at the end of the quarter (mark quarter/yr) Summer Fall Winter Spring 20__ <input type="checkbox"/> Verification form (mark quarter/yr) Summer Fall Winter Spring 20__ <input type="checkbox"/> Other: _____	Please send _____ copy(ies) of my transcript to: _____ _____ _____ _____ <input type="checkbox"/> Send transcript now (processed in 7-10 working days) <input type="checkbox"/> Rush transcript now (processed in 2-4 working days) <input type="checkbox"/> Send transcript at the end of the quarter (mark quarter/yr) Summer Fall Winter Spring 20__ <input type="checkbox"/> Verification form (mark quarter/yr) Summer Fall Winter Spring 20__ <input type="checkbox"/> Other: _____
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ALL FEES MUST BE PAID IN ADVANCE. To pay by credit card (Visa, MasterCard, Discover, American Express), please complete the following section.

I hereby authorize Lake Tahoe Community College to charge my credit card in the amount of \$ _____.

Credit Card Number: _____
 Exp. Date: _____ Billing zip code: _____ VIN: _____
 (Security code on back of card)
 Cardholder's name: _____
 Cardholder's signature: _____

Official Use Only

of Copies _____ = \$ _____
 # of Rush _____ = \$ _____
 Total \$ _____
 Paid: \$ M/V/D/AX
 Initials _____ Receipt # _____
 Processed By _____ Date _____

(Please note we don't accept electronic signatures)