



# Official Transcript Request Form

Return to:  
 Enrollment Services  
 One College Dr.  
 South Lake Tahoe, CA 96150  
[Enrollmentservices@ltcc.edu](mailto:Enrollmentservices@ltcc.edu)  
 Fax: (530) 542-1781

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

1. Transcripts 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 appear on the transcript as IP (in progress) until grades have been posted. (This may take 2-4 weeks after the end of the term.)
3. No transcript will be furnished until all financial obligations to the college are satisfied.
4. The first two copies are free and the normal processing time is **7-10 working days**. After using your free copies, official transcripts are **\$5.00** each.
5. **Rush transcripts** are available for **\$15.00 total per copy** and are processed within **2-4 working days**. Please allow additional time for delivery if transcript is mailed.
6. **Express same day processing** is available for **\$25 total per copy**. Transcripts can be picked up or sent regular mail.
7. **Overnight FedEx is available within the USA for \$30.00 total per copy. Request must be received by noon. Please note FedEx does not deliver to PO Boxes.**
8. **To avoid delivery problems, please provide complete name and address.**

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 transcripts and/or verification to any institution, agency and/or person listed in the box below. **Please note we do not accept electronic signatures unless form is sent from your LTCC email.**

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

Please send ____ copy(ies) of my transcripts to: _____ _____ _____ _____ <input type="checkbox"/> Send transcript now (processed in 7-10 working days) <input type="checkbox"/> Rush transcript (processed in 2-4 working days) <input type="checkbox"/> Express same day process <input type="checkbox"/> Overnight FedEx process <input type="checkbox"/> Send transcript at the end of the quarter (mark quarter) Summer   Fall   Winter   Spring   20____ <input type="checkbox"/> Verification form (mark quarter/year) Summer   Fall   Winter   Spring   20____ <input type="checkbox"/> Other: _____	Please send ____ copy(ies) of my transcripts to: _____ _____ _____ _____ <input type="checkbox"/> Send transcript now (processed in 7-10 working days) <input type="checkbox"/> Rush transcript (processed in 2-4 working days) <input type="checkbox"/> Express same day process <input type="checkbox"/> Overnight FedEx process <input type="checkbox"/> Send transcript at the end of the quarter (mark quarter) Summer   Fall   Winter   Spring   20____ <input type="checkbox"/> Verification form (mark quarter/year) 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. *Credit Card information is not needed if paying with cash or check.*

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

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ VIN: \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ Cardholder's signature: \_\_\_\_\_

***(Please note we do not accept electronic signatures unless form is sent from your LTCC email)***

Official Use: # of copies: _____ = \$ _____	# of Rush: _____ = \$ _____	
# of Express: _____ = \$ _____	# of Overnight: _____ = \$ _____	Total: \$ _____
Paid: \$ M/V/D/AX/Check    Receipt # _____    Processed By _____    Date _____		