



Official Transcript Request Form

Return to:
Enrollment Services
One College Dr.
South Lake Tahoe, CA 96150
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 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. **Regular Processing:** 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. Please allow additional time for delivery if transcript is mailed.
4. **Rush Processing:** 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.
5. **End of the Quarter Processing:** Transcripts will be mailed as quickly as possible once **all** grades have been submitted and verified. Please allow at least two - four weeks for the transcript to be delivered after the end of the Quarter. See Regular Processing for charge rates.
6. **Verification Form:** All Verifications of Enrollment are free of charge and are processed once a week. Please allow additional time for delivery.

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: _____

<p>Please send ____ copy(ies) of my transcripts to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Regular Processing (processed in 7-10 working days) Rush Processing (processed in 2-4 working days) End of the Quarter Processing (processed in 2-4 weeks after quarter ends. Mark quarter/year) Summer Fall Winter Spring Year</p> <p>Verification Form Summer Fall Winter Spring 20____</p> <p>Other: _____</p>	<p>Please send ____ copy(ies) of my transcripts to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Regular Processing (processed in 7-10 working days) Rush Processing (processed in 2-4 working days) End of the Quarter Processing (processed in 2-4 weeks after quarter ends. Mark quarter/year) Summer Fall Winter Spring Year</p> <p>Verification Form Summer Fall Winter Spring 20____</p> <p>Other: _____</p>
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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 _____	