LINCOLN COLLEGE
Normal

TRANSCRIPT REQUEST

The current fee for an official transcript is $5.00 per transcript. If you choose to pay by check, please make check payable to Lincoln College and provide with completed request form. To check on the status of a transcript request, or for further information please call (309) 268-4356. You may also pay for transcripts using your VISA, MasterCard, American Express, or Discover credit card. If you choose to pay in this manner, you may download this form and fax it to: (309) 268-4345. You may also download this form and mail it to: Lincoln College, Office of the Registrar, 715 W. Raab Road, Normal, IL 61761. Usual processing time is 3-5 working days.

Complete the following

Date of Request

LCN ID Number (if unknown, please provide social security number)

Printed Name

Name at Time of Attendance (if different)

Address

Date of Birth (mm/dd/yyyy)

City State Zipcode

Email

Phone

Dates of Attendance or Graduation Date(s)

☐ OFFICIAL TRANSCRIPT ☐ UNOFFICIAL COPY OF TRANSCRIPT

Check one:

☐ Send Immediately ☐ Hold for Grades ☐ Hold for Degree _____ Degree Name

Send My Transcript to:

Name

Attention

Address

City State Zip code

Name

Attention

Address

City State Zip code

Method of payment

☐ Check or money order, must include with request form ☐ Credit Card, information provided below

Make Payable to: Lincoln College

Credit Card Number ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Expiration Date M M / Y Y

Name as it appears on credit card (please print) _____

Signature of card holder _____

TOTAL AMOUNT PAID $

Student Signature

We are not able to process requests for students or alumni who have outstanding financial obligations with the College. If you suspect this is the case, please contact the Student Accounts Office at (309) 268-4317.

FOR OFFICE USE ONLY

☐ Yes ☐ No

Amount Paid

Date Paid

Date Printed

Student Accounts Coordinator Signature

Registrar Signature