

LIBERTY

UNIVERSITY.
REGISTRAR

Transcript Request Form

Name: _____
Last First Middle

Student ID# _____ Last Four Digits of SSN: _____ Birth date: _____

Address: _____ Phone# _____

Send transcripts to:

Send transcripts to:

Number of copies: _____

Number of copies: _____

Expedited Shipping* (optional)

Expedited Shipping* (optional)

Official transcript(s)

Official transcript(s)

Unofficial transcript(s)

Unofficial transcript(s)

Required Student Signature for Release of Transcripts-

Student's Signature: _____ **Date:** _____

By signing this form you authorize the LU Registrar's Office to send your transcript(s) to the designated person(s) or organization(s) listed above.

Please check here if you serve/served in the U.S. Military

The transcript fee is waived for all military members (active duty, discharged, retired, etc.).

This policy does not apply to military spouses or dependents.

If Expedited shipping is requested, the student must provide payment to cover the Expedited shipping charge.

Payment Information:

Payment- Official transcripts are \$10 for the first copy and \$1 for each additional copy on the same request (this price applies to electronic, official transcripts, as well as hard copies of transcripts). Unofficial transcripts are free.

***Expedited Shipping** - Additional fee of \$20 per mailing address in addition to the transcript fee. *USA Street addresses only.* Expedited shipping is not available for international, PO Box or APO addresses.

Pay by credit card:

Credit Card #: _____ Expiration Date: _____ Billing zip code: _____

~We also accept payment by check, money order or cash if you mail your request to our office.~

If you prefer to pay over the phone with a credit card, you may call our office at (434) 582-2000 or toll free (888) 632-5551.

Submit Completed Form To:

Please be sure to sign the form above before submitting it.

Fax: (434) 582-2187
Email: LUTranscripts@Liberty.edu

Registrar's Office
1971 University Blvd, MSC Box 710177
Lynchburg, VA 24515