



# Transcript Request Form

This form may be faxed, mailed, emailed or hand carried to:  
 Our Lady of the Lake University  
 Registrar's Office  
 411 S.W. 24<sup>th</sup> St.  
 San Antonio, TX. 78207-4689  
 Phone # (210) 434-6711 ext.2316  
 Fax # (210) 436-2314  
 Email: [registrar@lake.ollusa.edu](mailto:registrar@lake.ollusa.edu)

**Official Transcripts are \$5.00 per transcript. Payment is due upon request.**

Normal Processing time is 2-3 business days from the date of when the request was received, excluding delivery. Delays will occur during peak periods, such as registration, graduation, and at the end of the semester. All sections on the form must be complete in order for your request to be processed. *NO EXCEPTIONS.*

### Section I- Student Information

**Directions to Student:** Please provide **all information** requested below. Incomplete transcript request forms will **not** be processed.  
**Note:** You will be notified by mail or email of any restrictions that will prevent processing of this request.

Full Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
Last First M.  
 Address: \_\_\_\_\_  
City State Zip  
 Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Former Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Dates of Attendance: \_\_\_\_\_

✓	Purpose of Transcript
<input type="checkbox"/>	Employment
<input type="checkbox"/>	Graduate School
<input type="checkbox"/>	Scholarship
<input type="checkbox"/>	Transferring to:
<input type="checkbox"/>	Taking additional courses at:

### Section II- Transcript Processing Instructions

Official Transcripts can be picked up with a picture ID or Mailed to an address location provided. Please select an option below.

I will pick-up my official transcript(s).  Please mail my official transcript(s) to the following address(es) below:

Mailing Address 1	_____	Mailing Address 2	_____
	_____		_____
	_____		_____
	_____		_____

### Section III- Transcript Handling Instructions (Check all that apply)

✓	Processing Instructions	✓	Processing Instructions
<input type="checkbox"/>	MAIL with regular process (2-3 business days)	<input type="checkbox"/>	Hold for Degree Posting
<input type="checkbox"/>	SAME-DAY-SERVICE (\$10+ General Fee per Transcript) not available if request is received after 1:00 p.m., CST. Transcript will be mailed the next business day.	<input type="checkbox"/>	Hold for CURRENT semester grades
<input type="checkbox"/>	OVERNIGHT (\$25+General Fee per Transcript, for each address) not available if request is received after 1:00 p.m., CST. Transcript will be mailed the next business day.	<input type="checkbox"/>	Issue in separate sealed envelope(s) – transcripts will be sealed in individual envelopes. If this option is not selected all transcripts requested will be sealed in an envelope together.

Number of Transcripts Requested: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_

**I certify that I am the person whose name appears on the line below and do hereby authorize the release of my academic records to the address(es) listed. Transcripts will not be issued until all restrictions are cleared.**

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

#### Payment Method (Office Use Only):

Cash  Check  Credit Card  Money Order Amount Paid: \$ \_\_\_\_\_ Staff Initials: \_\_\_\_\_

#### Student Restrictions (Registrar Office Use Only):

Restriction: \_\_\_\_\_  Clear  Log Staff Initials: \_\_\_\_\_