



Preparing people to lead extraordinary lives

Transcript Request

LOYOLA UNIVERSITY CHICAGO

Office of Registration and Records
820 N. Michigan, Ste. 510, Chicago, IL 60611
Phone: 312.915.7221; Fax: 312.915.6452

Use this form only if LOCUS is unavailable to you or if you are also requesting an Advanced Placement (AP) letter, need other third party forms to accompany your transcript, requesting a transcript for courses taken prior to 1983, and/or you are requesting Special Mailing which requires pre-payment (see below). After completing and signing (required) this form, it may be mailed, hand delivered, faxed or scanned and emailed to Transcripts@luc.edu. **Pre-mailing processing time for both regular and expedited shipment is approximately 1-2 days. All former and current students with LOCUS IDs are strongly encouraged to use LOCUS to request official transcripts that do not require special handling.**

Last Name: _____ First Name: _____ Middle Name: _____

Student ID (or SSN last 4 digits only*): _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ E-mail Address: _____ Date of Birth*: _____

Dates of Attendance or Graduation: _____ Degrees Earned: _____

Have you used any other Name(s)? Yes or No

If Yes, please list other Name(s) used: _____

School / Department: _____

Please send 1 or 2 or 3 transcript(s) to me at the address above (limit 3 to any one addressee) or as indicated below.
 1 or 2 or 3 to WTC Registration & Records, Lewis Towers, Suite 510 for pickup within 1-2 business days.
 1 or 2 or 3 to LSC Sullivan Center HUB for pickup within 1-2 business days.
 1 or 2 or 3 transcript(s) to the third party listed below.

and : _____ after current grades are posted for term _____
_____ after degree is posted. Anticipated date of graduation: _____
_____ Provide an Advance Placement (AP) Verification Letter with each transcript.
_____ Complete and attach the third party form I have provided.

Third Party Mailing Information (one request form per Third Party recipient):

Recipient Name: _____

Address Line 1: _____

Address Line 2: _____

City / State / Zip Code / Country: _____

Delivery Information:

- All transcripts are mailed via regular first class United States Postal Service mail at no cost to the student. We are unable to Fax or E-mail transcripts.
- There is a fee charged for expedited shipment, for this service go to [Mailing Services](http://www.luc.edu/regrec/payments) at: www.luc.edu/regrec/payments.

From the options listed on the Mailing Services page, select the mailing service you wish to use. Pre-pay. *For privacy and security purposes our office is unable to process credit card payments on your behalf. Mailing Services payment can only be made via our secured website: www.luc.edu/regrec/payments.*

_____ Check here if you have pre-paid for Special Mailing Services. (Payment is not an order, Submit this Form to Request your transcript). This line must be checked so that we can verify your payment. If left unchecked, your order will be sent via regular first class USPS mail.

If you pay by check, your check (made payable to: Loyola University Chicago) must accompany this form. **All transcripts requiring special mailing will be processed when payment is received.**

Please share any additional information that may be helpful to this request:

Signature: _____ Date: _____

Please note: *Unsigned transcript requests cannot be processed.* Transcripts cannot be processed for students with outstanding Loyola University Chicago financial obligations. If you have questions regarding financial holds on your record, please call the Office of the Bursar (773-508-3180), or the Office placing the hold. ***SS# and Date of Birth not needed if Student ID is provided.**