



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
Transcripts@luc.edu

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 or if requesting a transcript for courses taken prior to 1983. After completing and signing (required) this form, it may be sent to the address above or e-mail to Transcripts@luc.edu. **Pre-mailing processing time for both regular and expedited shipment is approximately 2 weeks , it may take longer during peak times or under other critical circumstances, like COVID-19. Please contact our office for a more current processing time. All former and current students with LOCUS IDs are strongly encouraged to use LOCUS to request official transcripts that do not require special handling.**

--PICKUP is temporarily not available. We apologize for the inconvenience--

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. *Not Available*

1 or 2 or 3 to LSC Sullivan Center HUB for pickup within 1-2 business days. *Not Available*

1 or 2 or 3 transcript(s) to the third party listed below.

and: 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.
- For Expedited Mailing requests, please send us a pre-paid Mailing label to Transcripts@luc.edu

Check here if you will be sending us a pre-paid mailing label. (The pre-paid label 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.

All transcripts requiring special mailing will be processed when the pre-paid mailing label 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.**