

Office of the Registrar
 PO Box 179, Lincoln University, PA 19352
 (484) 365-8087 (484) 365-8116 Fax
 Lincoln Hall, 2nd Floor



**TRANSCRIPT
REQUEST**

LAST NAME	FIRST NAME	INITIAL	STUDENT ID# (Social Security #)
-----------	------------	---------	---------------------------------

<input type="checkbox"/> I currently attend Lincoln Telephone: _____ SMR Box: _____	OR	I attended Lincoln University from _____ to _____ Check all that apply: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
--	-----------	--

Your Current Home Address:	Telephone:

	<u>Price</u>	<u>How Many</u>	\$
OFFICIAL Transcripts --- Printed on Official Transcript Paper	\$4.00 ea.		
UNOFFICIAL Transcripts --- Printed on PLAIN Paper	\$3.00 ea.		
<i>History List</i> --- A simple list of courses taken with grades (but no GPA calculations) printed on plain paper	FREE	<input type="checkbox"/> 1 only	
SAME DAY Service Fee --- if the request is received prior to 1:00 P.M. and for next day service if received after 1:00 P.M.	\$10.00	once per order	
Express Mail or Courier Services [Call for costs]			
Total			\$
#1 <input type="checkbox"/> Official <input type="checkbox"/> Unofficial <input type="checkbox"/> <i>History List</i> Pick-up at Office: _____ (Date) or MAIL TO:	#2 <input type="checkbox"/> Official <input type="checkbox"/> Unofficial <input type="checkbox"/> <i>History List</i> Pick-up at Office: _____ (Date) or MAIL TO:		
#3 <input type="checkbox"/> Official <input type="checkbox"/> Unofficial <input type="checkbox"/> <i>History List</i> Pick-up at Office: _____ (Date) or MAIL TO:	#4 <input type="checkbox"/> Official <input type="checkbox"/> Unofficial <input type="checkbox"/> <i>History List</i> Pick-up at Office: _____ (Date) or MAIL TO:		

- Transcripts will not be issued to any persons with *overdue balances* on their student account with, or Perkins loans held by, Lincoln University.
- Allow approximately 7 working days for processing

WAIT FOR
FINAL GRADES

Signature: (REQUIRED) _____ Date: _____