

How to Request Transcript On-line:

Click on the link:

<https://www.liberty.edu/academics/registrar/index.cfm?PID=8902>

- If you don't remember your Password, then create a new account. Our website will walk you through.
 - If you have a balance on your account, you need to pay-off your Student Account before we can release your transcript. After you pay-off your Student Account it takes 48 hours to post on your Account.
 - If you are a Resident student, call Student Accounts at (434) 592-5100,
 - press option 3, option 1 (**for Resident**) or option 2 (**for DLP**)
 - If you need your transcript withheld until final grades are posted or after degree was conferred, please indicate it on your request.
 - Transcript Fee is \$10.00 for an official transcript and \$1.00 for any additional copies on the same request.
 - If you would like your transcripts faxed, we can only fax unofficial copies.
 - For security, Liberty does not send transcript via email.
 - If you have further questions, feel free to call us directly at (434) 592-3916.
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How to Request Transcript through Faxing

Send your Fax Request to the Registrar's Office. Fax # (434) 582-2187

- Provide the following information in the faxed request:
 - **Student's Name, Student ID number or Social Security Number**
 - **Student's Signature** (required before we can release your transcript)
 - **Recipient's complete address** (where you want the transcripts sent)
 - **Credit Card number and Expiration date** (*if you are not comfortable releasing your credit card number on the fax message, you can call us at (434) 592-3916; Registrar's Office blacks out social security number and credit card number as soon as the request has been processed for security and confidentiality.*)
 - **Student's Phone #**
 - **Home Address** for Billing Purposes
 - Transcript Fee is \$10.00 for an official transcript and \$1.00 for any additional copies on the same request.
 - If you simply need an unofficial copy, we could fax or mail you one if you provide us with your fax number and home address.
 - If you need your transcript withheld until final grades are posted or after degree was conferred, please indicate it on your request.
 - If you need your Transcripts Fed-Ex (standard over night), we will have to provide Federal Express with your credit card number and expiration date. Federal Express only delivers using street addresses (No PO BOX or APO Addresses).
 - Provide your phone number, current resident and email address just in case we need to contact you for further clarifications before we can release your transcript.
 - * Send your request to the attention of Amy Martin.
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How to Request Transcript through Mail

Mail your request to: *Liberty University, Student Accounts Office
1971 University Blvd, Lynchburg, VA 24502*

- Provide the following information in your letter:
- **Student's Name, Student ID number or Social Security Number**
 - **Student's Signature** (required before we can release your transcript)
 - **Recipient's complete address** (where you want the transcripts sent)
 - **Credit Card number and Expiration date** (*if you are not comfortable releasing your credit card number on the letter, you can call us at (434) 592-3916; Registrar's Office blacks out social security number and credit card number as soon as the request has been processed for security and confidentiality.*)
 - **Student's Phone #**
 - **Home Address** for Billing Purposes
 - Transcript Fee is \$10.00 for an official transcript and \$1.00 for any additional copies on the same request.
 - If you simply need an unofficial copy, we could fax or mail you one if you provide us with your fax number and home address.
 - If you need your transcript withheld until final grades are posted or after degree was conferred, please indicate it on your request.
 - If you need your Transcripts Fed-Ex (standard over night), we will have to provide Federal Express with your credit card number and expiration date. Federal Express only delivers using street addresses (No PO BOX or APO Addresses).
 - Provide your phone number and email address just in case we need to contact you for further clarifications before we can release your transcript.
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How to Request Transcript through Email

(Only applicable for Students that are using their Liberty email account)

Send your email request to: almartin4@liberty.edu

- Provide the following information in your letter:
- **Student's Name, Student ID number or Social Security Number**
 - **Recipient's complete address** (where you want the transcript sent)
 - **Credit Card number and Expiration date** (*if you are not comfortable releasing your credit card number on the email letter, you can call us at (434) 592-3916; Registrar's Office blacks out social security number and credit card number as soon as the request has been processed for security and confidentiality.*)
 - **Student's Phone #**
 - **Home Address** for Billing Purposes
 - Transcript Fee is \$10.00 for an official transcript and \$1.00 for any additional copies on the same request.
 - If you simply need an unofficial copy, we could fax or mail you one if you provide us with your fax number and home address.
 - If you need your transcript withheld until final grades are posted or after degree was conferred, please indicate it on your request.
 - If you need your Transcripts Fed-Ex (standard over night), we will have to provide Federal Express with your credit card number and expiration date. Federal Express only delivers using street addresses (No PO BOX or APO Addresses).