

# LIBERTY

UNIVERSITY.  
REGISTRAR

## Transcript Request Form

Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Student ID# \_\_\_\_\_ Last Four Digits of SSN: \_\_\_\_\_ Birth date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone# \_\_\_\_\_

Send transcripts to:

---

---

---

---

Send transcripts to:

---

---

---

---

Number of copies: \_\_\_\_\_

Number of copies: \_\_\_\_\_

**Expedited Shipping\* (optional)**

**Expedited Shipping\* (optional)**

**Official transcript(s)**

**Official transcript(s)**

**Unofficial transcript(s)**

**Unofficial transcript(s)**

Required Student Signature for Release of Transcripts-

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*By signing this form you authorize the LU Registrar's Office to send your transcript(s) to the designated person(s) or organization(s) listed above.*

**Please check here if you serve/served in the U.S. Military**

*The transcript fee is waived for all military members (active duty, discharged, retired, etc.).*

*This policy does not apply to military spouses or dependents.*

*If Expedited shipping is requested, the student must provide payment to cover the Expedited shipping charge.*

**Payment Information:**

**Payment- Official transcripts** are \$10 for the first copy and \$1 for each additional copy on the same request (this price applies to electronic, official transcripts, as well as hard copies of transcripts). Unofficial transcripts are free.

**\*Expedited Shipping** - Additional fee of \$20 per mailing address in addition to the transcript fee. *USA Street addresses only.* Expedited shipping is not available for international, PO Box or APO addresses.

**Pay by credit card:**

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Billing zip code: \_\_\_\_\_

~We also accept payment by check, money order or cash if you mail your request to our office.~

If you prefer to pay over the phone with a credit card, you may call our office at (434) 582-2000 or toll free (888) 632-5551.

**Submit Completed Form To:**

**Please be sure to sign the form above before submitting it.**

Fax: (434) 582-2187  
Email: LUTranscripts@Liberty.edu

Registrar's Office  
1971 University Blvd, MSC Box 710177  
Lynchburg, VA 24515