

# Lamar Institute of Technology

## Request for Transcript

Hold for current semester grades:  Yes  No

Student ID Number (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Address: \_\_\_\_\_  
Street Address City State Zip

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Approximate Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Transcripts will be:  Picked up *\*see below*  
 Picked up by other - name: \_\_\_\_\_ *\*see below*  
 Mailed (complete address section below)

*\* must provide photo identification when picking up transcripts*

Address if mailed:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Street Address Apt #  
\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Street Address Apt #  
\_\_\_\_\_  
City State Zip

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note: LIT Transcripts Cost \$5 Each. Make Sure to Include Check or Money Order with Request.**

*Transcripts from Lamar State College – Orange and Lamar State College – Port Arthur must be ordered on respective campuses.*

Mail to: Transcript Production  
PO Box 10010  
Beaumont, TX 77710

**Copy of your Photo Identification must be included with your Transcript Request.  
Photo ID must also be provided when picking up transcripts.**