

Hold for current semester grades:

☐ YES ☐ NO



REQUEST FOR TRANSCRIPT

It is our goal to process your transcript within 24 hours of receipt. However, peak times such as registration and graduation or archived records may cause a delay of up to 5 business days.

LIT charges \$5 for each official transcript requested

***Photo Identification Required when requesting transcript**

Student ID: _____ Date of Birth: _____

Name*: _____
Last First Middle Maiden

If requesting to mail transcript to self, please provide your address:

Street Address City State Zip

Best Contact Number: _____ Email Address: _____

Signature: _____ Date: _____

Number of Copies requested: _____

\$5 fee for each transcript, if mailing request include check or money order

Will you ☐ Pick up transcript(s)
☐ Have someone (family member or friend) pick up transcript(s)
Name of person picking up transcript: _____
Print Name (ID required at time of pick up)
☐ Have transcript(s) mailed – provide address

Name of Recipient

Street Address City State Zip

Name of Recipient

Street Address City State Zip

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

Don't forget a copy of photo identification and check or money order to process request.