


TRANSCRIPT REQUEST FORM

Phone: 610-799-1171

PLEASE PRINT LEGIBLY TO AVOID DELAY IN PROCESSING

SOCIAL SECURITY NUMBER	D.O.B.	STUDENT ID NUMBER	<p>IMPORTANT! A transcript will not be issued until all outstanding obligations due to the college are cleared.</p> <p>INSTRUCTIONS:</p> <p>TO ORDER TRANSCRIPTS (NO FEE)</p> <ol style="list-style-type: none"> 1. MAIL: Completed form to Registration/Student Records 4525 Education Park Drive Schnecksville, PA 18078-2502 2. Registration/Student Records FAX: 610-799-1173 3. EMAIL: registrar@mymail.lccc.edu 4. IN PERSON: Complete form, submit to Registration/Student Records with Photo ID. <p>Please allow up to seven (7) business days for processing.</p>
NAME (Last, First, Middle)		MAIDEN/OTHER NAME	
CURRENT ADDRESS			
CITY, STATE, ZIP CODE			
TELEPHONE NUMBER		DATE OF REQUEST	
STUDENT'S SIGNATURE (REQUIRED)			
			
In accordance with federal law, records cannot be released without the written consent of the student. Be sure to sign this form!			
PLEASE MAIL TRANSCRIPTS TO THE ADDRESS(ES) LISTED BELOW:			
# of copies requested _____		# of copies requested _____	
Name/Institution		Name/Institution	
Address		Address	
City, State, Zip		City, State, Zip	
# of copies requested _____		# of copies requested _____	
Name/Institution		Name/Institution	
Address		Address	
City, State, Zip		City, State, Zip	

SPECIAL INSTRUCTIONS FOR THIS REQUEST:

- Send Transcript Immediately
 Hold Transcript for Final Grades
 Fall Winter Spring Summer
 1st 5-week option 2nd 5-week option 10-week option
 Hold Transcript for Degree

College Addresses

Albright College
P.O. Box 15234
Reading, PA 19612

Alvernia University
Admissions Office
400 Saint Bernadine St.
Reading, PA 19607

Arcadia University
Admissions Office
450 S. Easton Road
Glenside, PA 19038

Bloomsburg University
Admissions Office
400 E. 2nd St.
Bloomsburg, PA 17815

Bucknell University
1 Dent Drive
Lewisburg, PA 17837

Bucks County Community College
275 Swamp Road
Newtown, PA 18940

Cedar Crest College
Admissions Office
100 College Drive
Allentown, PA 18104

Clarion University PA
840 Wood St.
Clarion, PA 16214

DeSales University
Admissions Office
2755 Station Ave.
Center Valley, PA 18034

Delaware Valley College
700 E. Butler Ave.
Doylestown, PA 18901

Drexel University
Admissions Office
3141 Chestnut St.
Philadelphia, PA 19104

Duquesne University
Administration Building
600 Forbes Ave.
Pittsburg, PA 15282

East Stroudsburg University
Office of Admissions
200 Prospect Ave.
East Stroudsburg, PA 18301

Elizabethtown University
Admissions Office
1 Alpha Drive
Elizabethtown, PA 17022

Harrisburg Community College
1 HACC Drive Cooper Center
Harrisburg, PA 17110

Indiana University of PA
Admissions Office
Main Street
Indiana, PA 15701

King's College of PA
133 N. River St.
Wilkes Barre, PA 18711

Kutztown Univ. – Under Grad
Undergraduate Admissions
P.O. Box 730
Kutztown, PA 19530

LaFayette College
730 High St.
Easton, PA 18042

Lehigh University
Alumni Memorial Building
27 Memorial Drive W.
Bethlehem, PA 18015

Lock Haven University
Admissions Office
401 N. Fairview St.
Lock Haven, PA 17745

Luzerne County Community College
1333 S. Prospect St.
Nanticoke, PA 18634

Millersville University of PA
Admissions Office
P.O. Box 1002
Millersville, PA 17551

Misericordia University
Admissions Office
301 Lake St.
Dallas, PA 18612

Montgomery County Community College
Admissions Office
340 Dekalb Pike
Blue Bell, PA 19422

Moravian College
Office of Admissions
1200 Main St.
Bethlehem, PA 18018

Muhlenberg College
2400 W. Chew St.
Allentown, PA 18104

Northampton Community College
Admissions Office
3835 Green Pond Road
Bethlehem, PA 18020

Pennsylvania State University
Undergraduate Admissions
201 Shields Building
University Park, PA 16802

Penn State Berks
Tulpenhocken Road
P.O. Box 7009
Reading, PA 19610

Penn State Harrisburg
777 W. Harrisburg Pike
Harrisburg, PA 17057

Penn State Hazleton
76 University Drive
Hazleton, PA 18202

Penn State Lehigh Valley
2809 Saucon Valley Road
Center Valley, PA 18034

Penn State Schuylkill
200 University Drive
Schuylkill Haven, PA 17972

Reading Area Community College
10 S. 2nd St.
Reading, PA 19602

Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257

Slippery Rock University
Admissions Office
1 Morrow Way
Slippery Rock, PA 16057

St. Luke's Hospital School of Nursing
801 Ostrum St.
Bethlehem, PA 18015

Susquehanna University
Admissions Office
514 University Ave.
Selingsgrove, PA 17870

Temple University
Undergraduate Admissions
Broad and Montgomery Sts.
Philadelphia, PA 19122

West Chester University PA
Admissions Office
100 W. Rosedale Avenue
West Chester, PA 19383

Wilkes University
Admissions Office
84 W. South St.
Wilkes Barre, PA 18766

The addresses are provided for student convenience.
Students are responsible to research and select the proper location and recipient.