



**LOYOLA**  
UNIVERSITY CHICAGO

## Transcript Request

### LOYOLA UNIVERSITY CHICAGO

Office of Registration and Records  
820 N. Michigan, Ste. 510, Chicago, IL 60611  
Phone: 312.915.7221; Fax: 312.915.6452

**Send completed form to: [Transcripts@luc.edu](mailto:Transcripts@luc.edu)**

Use this form only if requesting a transcript for courses taken prior to 1983 or if you attended Mallinckrodt, Mundelein College or if you have been instructed to complete it by our office or the Bursar. Students who attended **after 1983**, please use our LUC alumni and former student website to place your orders: <https://transcriptrequest.luc.edu/alumni> Pre-mailing processing time for orders is 7-10 business days, it may take longer during peak times. Please indicate critical deadline dates and we will do our best to accommodate your request. \*\*Pre-1983, Mallinckrodt, Mundelein College orders take additional time, please allow an additional 4 business days for processing.\*\*

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

Student ID (or SSN last 4 digits only): \_\_\_\_\_ Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Dates of Attendance or Graduation: \_\_\_\_\_ Degrees Earned: \_\_\_\_\_

Have you used any other Name(s)?  Yes or  No

If Yes, please list other Name(s) used: \_\_\_\_\_

School / Major: \_\_\_\_\_

**Transcript Recipient: Select ONE option/line below, if sending to multiple recipients you must submit separate request forms**

1 or  2 or  3 to me (the student) at the e-mail  or mailing address  above.

1 or  2 or  3 to WTC Registration & Records, Lewis Towers, Suite 510 for pickup within 2 business days, after 2PM.

1 or  2 or  3 to LSC Sullivan Center HUB for pickup within 2 business days, after 2PM.

1 or  2 or  3 to the third party listed below.

and:  Provide an Advance Placement (AP) Verification Letter with each transcript.

Complete and attach the third party form I have provided.

**Third Party Mailing Information (one request form per Third Party recipient) - Choose e-transcript or hard copy:**

Recipient Name: \_\_\_\_\_

Send e-transcript via e-mail delivery to this e-mail address recipient: \_\_\_\_\_

Send hard copy to this mailing address below:

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City / State / Zip Code / Country: \_\_\_\_\_

**Delivery Information:**

- All transcripts are mailed via regular first class United States Postal Service mail at no cost to the student. We are unable to Fax transcripts.

- For expedited mailing requests, **payment** for this service can be made at the following site: [Registration and Records Mailing Services](#). Choose the option that says "Mailing Services for Transcripts".

**Check here if you PAID for expedited mailing service, there is a cost for this service. Payment for expedited mailing is not an order. Submit this Form to Request your transcript. This line must be checked so that we can verify your payment. If left unchecked, your order will be sent via regular first class USPS mail.**

**All transcripts requiring expedited mailing will be processed when the payment for this service is made at the Registration and Records Mailing Services site listed above.**

Please share the reason for your request:

Share any additional information that may be helpful:

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

**Please note: Unsigned transcript requests cannot be processed.** Transcripts cannot be processed for students with outstanding Loyola University Chicago financial obligations, except when permitted by LUC Policy. If you have questions regarding financial holds on your record, please call the Office of the Bursar (773-508-3180), or the Office placing the hold.