

Transcript Request Form

Transcripts are \$5.00 per copy. This form **MUST** be filled out completely. Any request that has a university hold or missing information will not be processed. Transcript Request Fee must be paid through PayPal or in person at the LSU Eunice Business Office only. Attach PayPal receipt when returning form. Allow 2-3 business days to complete.

Send Payment via PayPal to **businessaffairs@lsue.edu**

Please fill out and return by the following means

Fax: **(337) 550-1266**

Scan and Email: **transcript@lsue.edu**

Postal Mail: **Office of the Registrar, P.O. Box 1129 Eunice, LA 70535**

Name	_____	ID or SSN#	_____
Address	_____	Telephone	_____
	_____	Date of Attendance	_____
	_____	Date of Request	_____
Email Address	_____	Email Address Used for Paypal	_____
Signature	_____	PayPal Transaction #	_____

Name and Address You Want Transcript Sent

FOR OFFICE USE ONLY

Date Received: _____

Date Processed: _____