Requesting Transcripts from Luzerne County Community College

- **Transcripts will only be processed for students with no outstanding balances or holds on their account.**
- Please allow 5 to 7 business days for processing.
- There is a $5.00 fee per copy payable at the time of the request. Payment will be accepted in the form of cash (in-person only), check, money order, or credit card.
- **Phone requests are NOT accepted.**

Request online using WebAdvisor at: webadvisor.luzerne.edu

To activate your WebAdvisor account you will need your social security number, birth date and student ID#. You can obtain your student ID # by clicking “What's my user ID” which is located on the bottom right of the WebAdvisor main page. Any issues, please contact our helpdesk at: (570) 740-0711

*Payment, by credit card, will be required immediately after the request is submitted in WebAdvisor.

Request by Mail, Fax or In-Person:

Print out the Transcript Request Form, complete it (with handwritten signature), and then choose one of the following:

**Mail To:**
Registrar's Office
Luzerne County Community College
1333 South Prospect Street
Nanticoke, PA 18634

**Fax To:**
570.740.0356
*Credit card payment only

**In Person:**
Drop off the form at the Registrar's Office located in Building #5, Room 516, Main Campus, Nanticoke (payment will need to be made in the business office after request is cleared by the Registrar’s Office)

**By Email:** scan and email the transcript request form to: transcripts@luzerne.edu
*Credit card payment only

**Please note that transcripts are only sent by regular mail and all requests must contain a handwritten signature.**

For more information:
Email: transcripts@luzerne.edu
Phone: 1.800.377.LCCC (5222), ext. 7339
Transcript Request Form

Transcripts will only be processed for students without any holds on their account. WE CANNOT EXPEDITE, FAX, or E-MAIL TRANSCRIPTS

Student ID ____________________ or Soc Sec # _____________________________

Current Name: __________________________________________________________

Current Address: __________________________________________________________

City: __________________________ State: ___________ Zip: ______________________

Phone #: ______________________ Email address: _____________________________

Birth date: _____________________ Former Name(s) __________________________

No. of copies requested: _______ x $5 p/copy  Official _____ Unofficial______
(Note: *Official Transcripts are in a sealed envelope and required by most institutions)

Send transcripts (check one):

_____Send as the Record Now Stands

_____HOLD until Current Term Grades are posted

_____HOLD for Degree Posting

PLEASE PRINT CLEARY & LIST FULL NAME OF INSTITUTION TO RECEIVE TRANSCRIPT

Institution/Name: _________________________________________________________

Address: ________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Note: All holds must be cleared before transcripts can be processed. Internal processing time is 5 to 7 business days. However, this can be longer during peak registration periods.

Signature: __________________________ Date: ___________

I understand that completion of this form bearing my handwritten signature will allow LCCC to send transcripts of all work completed to the institution listed above and charge credit card if needed.

PAYMENT INFORMATION  ($5.00 per copy)

Check One:

_____ Check or money order enclosed (Payable to: Luzerne County Community College)

_____ Visa, MasterCard, Discover

Credit/Debit card number: ______________________________________________________

Expiration Date: __________________________

CVV Code: ________________ (CVV code is the last three numbers on the back of the card)

Mail or Drop Off: Registrar’s Office, Luzerne County Community College

1333 S. Prospect Street, Nanticoke, PA  18634

-or- Fax to: 570.740.0356 (credit card only)

-or- email completed form to: transcripts@luzerne.edu (credit card only)