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 three to five business days for internal processing.
- There is a $5.00 fee per transcript payable at the time of request. Payment will be accepted in the form of cash (in-person only), check, money order, or credit card.
- Requests by phone are NOT accepted.

Request online using WebAdvisor (http://webadvisor.luzerne.edu)

You can obtain your LCCC student ID # by clicking on "What's my user ID" which is located on the bottom right of the WebAdvisor main page. If you are having trouble accessing WebAdvisor, contact the LCCC IT Help Desk at (800) 377-5222 x7711 or x7752

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

*** Do not request transcripts through WebAdvisor until your final grades are posted.

Request by Mail, Fax or In-Person:

Print out this request form 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)

By Email: scan and email the transcript request form to: transcripts@luzerne.edu
*Credit card payment only
*The form must have a hand written signature

**Please note that we DO NOT SEND transcripts electronically or by email.

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 with no outstanding balances or holds on their account.

Student ID: (SS# or ID) ____________________________________________________________

Student Name: _________________________________________________________________

Address: _______________________________________________________________________

City: __________________________ State: __________ Zip: _________________

Phone #: _______________________________________________________________________

Birth date: ______________________ Are you a current LCCC student? YES___ NO ___

Number of transcripts requested: _______ Official (check): YES ___ NO ___
(Note: *Official Transcripts are those accepted by other institutions or organizations)

Send transcripts (check one):
   _____Immediately
   _____At the End of the Semester (requests only accepted 1 week before final exams)
   _____After degree is recorded
   _____Take with you today (in person only)

Send transcripts to:

Institution/Name: ______________________________________________________________

Address: _______________________________________________________________________

_____________________________________________________________________________

Note: *Please allow 3-5 business days for processing*

Signature: ___________________________ Date: __________________

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