



TRANSCRIPT REQUEST

Student Name: Student ID#:

Name at time of attendance if different than above:

Phone #: Email:

1. Request: Check only one. (Note normal processing time is 1 to 3 business days.)

Send Current Record

Send After Grades are posted for the indicated semester [radio buttons for Fall, Spring, Summer]

Send After Degree is conferred [radio buttons for Fall, Spring, Summer]

2. Number of Copies: Indicate quantity for each transcript type requested

Official Transcript: Unofficial Transcript:

3. Delivery Options: Check only one.

Email: All transcripts are sent via secure email and considered official.

Name of Recipient Email Address

Pick Up by Student Other (please specify): Name of Individual

Mail to: Institution: Attn:

Street:

City: State: Zip Code:

Country:

Optional FedEx Delivery: Payment for shipment can be made at www.lynn.edu/emarket after the request has been approved. Select Transcript Delivery Fee option. (FedEx does not deliver to PO Boxes and transcripts will not be sent until payment is received.)

4. Identifying Document: Each request must be accompanied by a copy of one of the following photo IDs. Please fax a copy or email a photo of the ID using a smart phone. If faxing the request, please lighten the fax settings to ensure the ID is readable.

Check only one. [radio buttons for Driver's License, Lynn University ID, Passport]

Transcript Policies

- a) Transcripts will not be released to students with business office obligations.
b) Transcripts are issued at the request of the student with his/her authorized signature. Transcripts will not be released to a third party without the written consent of the student.
c) Official Transcripts for other institutions are not available for distribution by Lynn University.

Authorizing Signature Student Signature Date

The Lynn University Office of Development and Alumni Affairs has waived the customary transcript fee. In lieu of a transcript fee please consider making a donation to the Lynn University Annual Fund. To make a donation, please complete the sections below.

Alumni Class of Major:

Gift Amount: \$ Please submit a check (payable to Lynn University) with the transcript request or for credit card donations contact the Office of Development and Alumni Affairs 561-237-7875 or visit www.lynn.edu/supportlynn.