

Official Transcript Request form



Enrollment Services
4000 E 30th Avenue
Eugene, OR 97405
Ph: 541-463-3100

- Official transcript requests are ordered by accessing o {Lane via the web at<""""""www.lanecc.edu . This requires you to know your student "L" user identification number and to use a credit card in a secure process to pay for each transcript and/or rush fee as it applies to your request. You may contact Enrollment Services to obtain your "L" number. Transcripts ordered on the web will be sent electronically or by mail the next business day. If you choose to order your transcripts on o {Lane, you **do not** need to fill out this form.
- If you are unable to order your transcripts through the automated service on o {Lane, you may submit this request through the U.S. mail or drop it off in the Enrollment Services drop-box located in Building #1, main campus, along with your payment. We are unable to receive fax requests, because all requests must come with payments and in the interest of protecting your credit card information, Lane does not accept credit card numbers outside of the secure process within o {Lane.
- The official transcript fee is \$5.00 for each copy mailed through standard mail, which can take five business days.
- You may also pay for our rush service, for an extra \$5.00 per transcript, which means that your transcript will be mailed within three business days.
- Your account balance must be paid in full before we will be able to release your transcript. You may pay your account on line through o {Lane at www.lanecc.edu.

First Name: _____ Middle Initial: _____ Last Name: _____

L#: _____ Previous name: _____ SSN#: _____
(at time of attendance) (optional)

Current Address _____

Terms/years attended: _____ Ph # () _____

Date of birth: _____ email address: _____

Student Signature required : _____ Date of request _____

PLEASE FILL OUT A SEPARATE REQUEST FOR EACH LOCATION:

Please send to : _____

of _____ copies _____

I am enclosing with this form the following form of payment*

Check Cash Cashiers check Money Order

*Lane no longer accepts credit card numbers as a form of payment, outside of the o {Lane automated process, in order to protect your credit card information from potential fraud.

Transcript Fee \$ _____ (\$5.00 each)
Rush Fee \$ _____ (\$5.00 per each transcript ordered)
Total \$ _____

If you need your transcript mailed out with your **current term grades or your new degree earned**, you will want to check Expresslane to make certain the transcript has been updated to reflect term grades and/or new degree earned PRIOR to ordering.

I, _____, authorize _____ to pick up _____ # of official transcripts.

33 B32 Gptqmq gpv'cpf 'Uwf gpv'Hkpcpckr'Ugtxklegu