

Lincoln University

Oakland, California



Instructions for Request for Transcript

What is the Purpose of the form?

This form is required for requesting for transcript(s) from university that students would like to apply for the entire program after graduation.

How is the Form Used?

Students must

- Fill out the request for transcript form
- Have instructions from registrar office fill out the information
- Pay for request for transcript fee at the **Accounting office**
- Submit the form to **Registrar Office** on the same day that you pay for the Transcripts request fee.
- Please provide the receipt that you have got from the Accounting office to the registrar officer

Note

1. There is a fee for each copy of transcript and the value is different for type of transcript and number of working days of processing transcripts.
 - Official transcript -\$8 per copy and will be processed in 5 working days
 - Official transcript -\$25 per copy and will be processed in 1 working days
 - Student copy -\$5 per copy and will be processed in 5 working days
2. Student can choose different options for collecting transcripts
 - Pick up by self (a photo ID is required)
 - Fax –provide fax number
 - Mailing of transcripts to a particular address provided by student via different modes of mail like UPS, FedEx and DHL.
 - Other than any above options please specify.
 - Additional charges will be charged for mailing
3. Students must take clearance of account balance from Accounting Office and the transcript fee paid details like receipt number and paid date with the signature of processor.
4. Students must also show their student's ID when they submit this form. If the University cannot confirm the student's original registration record, the request for transcripts will not be processed.

Instructions

Part A: Student Information

- Put the accurate last, first and middle names
- Put the accurate student ID number.
- Select the box of your program (DBA, MS, MBA, BA, BS, AS, UT, or Auditor)
- Put the accurate concentration
- Put the accurate graduation date, if applicable (in MM/DD/YYYY format)
- Put the current mailing address like street and apartment number, city and state with zip code
- Put the telephone number and date of birth in MM/DD/YYYY format

Part B: Type of Transcript

Please tick to select the type of transcript with NUMBER OF COPIES you would like to request for.

Part C: Processing Time

Please indicate time of processing transcript for your request by ticking in the box:

“Now. Although some grades are missing” – If you do not want to wait for all grades of the semester to be entered first

“After final grades are entered for this semester” – If you would like to wait and have all grades of the current semester to show on your transcript.

Part D: Delivery options

Please select delivery option of transcript you would like Lincoln University to deliver to you.

Put your signature and current date at the bottom.

Please go to the Accounting Office on the second floor to have them fill out the “Accounting Office Use Only” part. After payment is done, take the form and the receipt to Records office.

Please note that any incomplete forms will not be processed. Students should make sure to provide all the required information.