

TRANSCRIPT REQUEST FORM

Directions to the Applicant: Complete this form and mail directly to your high school, GED testing agency, as well as ALL colleges or universities that you have previously attended. **Please note that most institutions charge a processing fee. You should contact them to determine the cost before mailing this form.** Also note that federal law prohibits transmission of your educational records without your written permission.

NAME & MAILING ADDRESS OF INSTITUTION

Dear Registrar:

Please forward an official copy of the following record(s) for the student listed below to Lawson State Community College Admissions Office on the **Bessemer Campus** **Birmingham Campus** at the address listed in the header. Feel free to use the contact information provided below to inform me (the student) should more information or fees be required for processing.

- GRADUATE NON-GRADUATE
- High School Record
 General Education Development Test Scores (GED)
 College Transcript

LAST NAME FIRST MI SOCIAL SECURITY #

FORMER NAME(S) DATES ATTENDED

CONTACT INFORMATION
Please list your home mailing address & telephone number in case your school/college requires more information or fee(s).



Signature Date