

# Lincoln Memorial University

Office of the Registrar  
6965 Cumberland Gap Pkwy  
Harrogate, TN 37752  
Email: carla.brandon@lmunet.edu  
Fax: 423-869-6387 Phone : 423-869-6313

**Transcript Request**  
Official Transcripts are \$10.00 each  
**Transcripts cannot be faxed  
or sent electronically.**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_

Maiden or other names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Dates of Enrollment: (Check all that apply)

1964 to 1980 \_\_\_\_\_

1980 to Summer 2004 \_\_\_\_\_

Fall 2004 to Present \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Select type of Transcript (Check all that apply)

Undergrad \_\_\_\_\_

Grad: MBA, MED, MMS, MPA \_\_\_\_\_

MS, MSN, EDS \_\_\_\_\_

Prof: DBA, DMS, DNP, DO \_\_\_\_\_

DVM, EDD, JD, PHD \_\_\_\_\_

Mail transcript: (Check all that apply)

Immediately \_\_\_\_\_

After current grades are available \_\_\_\_\_

After degree is posted \_\_\_\_\_

After Grade Change \_\_\_\_\_

(specify course)

**Accounts must be paid in full prior to the release of any transcripts. If you received a loan through LMU and are past due, transcripts cannot be released.**

Print **legibly** the complete name(s) & address(s) of the person/institution(s) you wish to receive transcripts.

\_\_\_\_\_ Number of transcripts to be picked-up in office.

Send \_\_\_\_\_ transcripts(s) to the address below.  
(number of copies)

\_\_\_\_\_ Official \_\_\_\_\_ Unofficial (No charge)

(Please list company/institution/recipient name and address)

Send \_\_\_\_\_ transcripts(s) to the address below.  
(number of copies)

\_\_\_\_\_ Official \_\_\_\_\_ Unofficial (No charge)

(Please list company/institution/recipient name and address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Official transcripts are \$10.00 per copy.**

**Transcripts cannot be faxed  
or sent electronically.**

**Signature** \_\_\_\_\_  
(required)

If you email/fax the request, provide Credit Card # : \_\_\_\_\_ Exp Date: \_\_\_\_\_

Security code: \_\_\_\_\_

**For Office Use Only:**

Amount Pd:

\_\_\_\_\_ Cash

\_\_\_\_\_ Check#

\_\_\_\_\_ Charged to credit card

Date mailed: \_\_\_\_\_

Date picked-up: \_\_\_\_\_

Rev: 7/21