

How to Request an LMU Transcript through the Student Clearinghouse

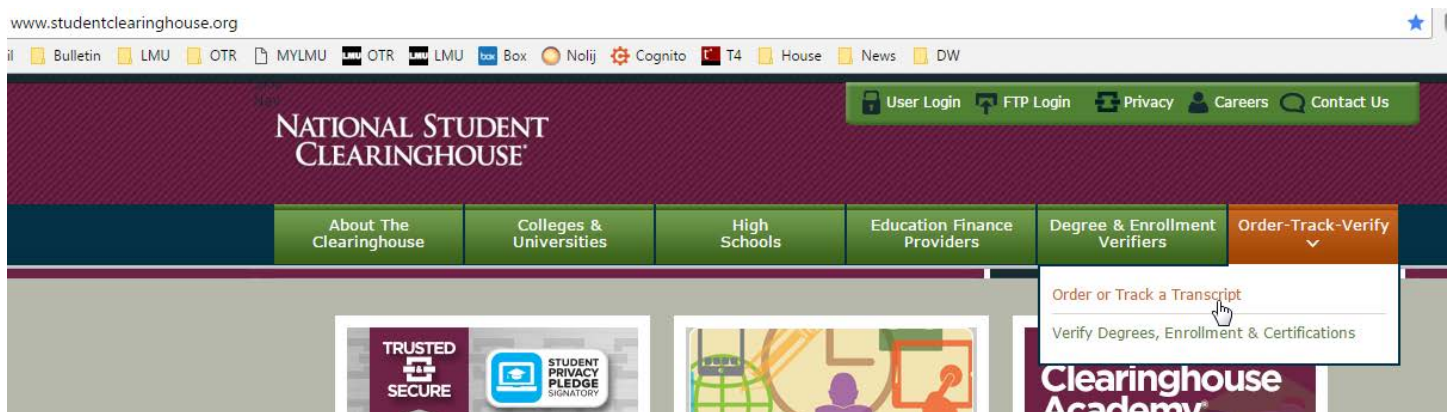
If you attended one of the following institutions prior to Fall Semester 1988, you make your transcript order through the Student Clearinghouse.

- Loyola Marymount University (including LMU Extension and Continuing Education)
- Loyola University of Los Angeles
- Marymount College
- St. Vincent's College

Go to www.studentclearinghouse.org

The following guide will show you the step-by-step process using screenshots.

Order or Track a Transcript: (Loyola Marymount University encompasses its prior institutions)



Select Loyola Marymount University



Order or Track a Transcript


Ordering and tracking a transcript has never been so quick and easy. **On the list below, select the college or university from which you want to order a transcript or track an existing transcript order, then select Submit.**

* I want to order a transcript from:

If your school is not listed, please contact your school's registrar.

Question

- Limestone College
- Lincoln University-PA
- Lindenwood University
- Lindsey Wilson College
- Linfield College
- Linn-Benton Community College
- Lone Star College System
- Loras College
- Los Angeles City College
- Los Angeles Harbor College
- Los Angeles Mission College
- Los Angeles Pierce College
- Los Angeles Southwest College
- Los Angeles Trade-Technical College
- Los Angeles Valley College
- Louisburg College
- Louisiana Delta Community College
- Lower Columbia College
- Loyola Law School
- Loyola Marymount University - Los Angeles

To ensure the security and confidentiality of our customers by using Secure Socket Layer (SSL) technology, the Clearinghouse protects its data before the Server/Client sends or receives information. The Clearinghouse protects its data by using SSL to encrypt/decrypt the information. 

Transcript Ordering Information

Welcome to Transcript Ordering

Students enrolled prior to the Fall of 1988 at Loyola Marymount University (including LMU Extension and Continuing Education), Loyola University, Marymount College, or St. Vincent's College should use this process for transcript requests.

Loyola Marymount University students with enrollments in or after Fall 1988 should use PROWL on the Registrar's website (registrar.lmu.edu).

Please Note: If you require that an additional form (e.g. LSDAS, AMCAS, etc.) be attached or enclosed with your official transcript, please note that in the "Special Instructions" area. **After** you submit your request, fax your form directly to the Office of the Registrar - Attn: Transcripts at (310) 338-4466. **Please make sure to write your Transcript Order # on the fax.**

Processing Time: Transcript requests are processed in the order they are received. Unless you have an outstanding financial obligation to Loyola Marymount University or another hold on your record, your request should be processed within 2-3 business days (this does not include delivery time). Processing during peak periods (e.g. the beginning/end of each semester and graduations) may be longer. Orders received after 2:00pm PST may not be processed until the following business day.

You can pay for your transcript order, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank. Order updates will be sent to you via email and, if you choose, text messages. You can also track your transcript order online.

The following may be required to order a transcript online:

- ✓ A major credit or debit card
- ✓ An email account
- ✓ Your signed consent

[Start](#)

Questions? Check [FAQs and Transcript Ordering Help \(select here\)](#).

Track Your Order

Your Transcript Order #: [Help](#)

Your Email Address: [▶](#)

Enter the transcript order number sent to you in your order confirmation email and the email address you used to place the order.

Enter Your Personal Information



Enter Your Personal Information

Items marked with * are required.

Enter Your Information

Current Name:

* First Name:
Middle Name:
* Last Name:
* Date of Birth:
mm/dd/yyyy (with or without slashes)

Name While Attending School: (if different from current name)

First Name:
Middle Name:
Last Name:

Your school requires one or the other of the following personal identifiers.

Student ID:
Social Security Number:
You can enter the SSN either with or without dashes.
Example: 123-45-6789 or 123456789
Confirm Social Security Number:

Contact Information

Please enter a phone number where we can reach you if there are questions about your transcript order. Your email address will be used to send you your order confirmation and order status alerts. The National Student Clearinghouse will not use your contact information for commercial solicitations.

* Phone Number:
For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)
* Email:
* Confirm Email:

[Next](#) [Cancel Order](#)

Additional Information



Additional Information

Items marked with * are required.

Contact Information

Your school would like you to provide the following additional contact information to assist them in fulfilling your request.

* Street Address:
Street number and Street name or PO Box

Additional Address:
Campus Box, Building, Floor, Apt., Suite

* City:

* State/Province/Region:
If the address is outside the US, US territories, or Canada, select 'International'.

* ZIP/Postal Code:
If no ZIP or Postal Code is required, enter 'N/A'.

Country:

I authorize my school to update its records using the address and contact information above, but acknowledge that this authorization does not serve as official notification of changes to this information to my school.

Enrollment/Degree Information

*Are you currently enrolled at Loyola Marymount University - Los Angeles? Yes No

Approximate Years of Attendance at Loyola Marymount University - Los Angeles: Begin Year End Year

[Next](#) [Cancel Order](#)

Select Recipient



Select Recipient

Items marked with * are required.

Select A Recipient Type

- * Who will be the recipient of your transcript?
- College or university
I want my transcript to be sent to a college or university.
 - Educational organization (other than a school)
I want my transcript to be sent to an educational organization such as LSAC or AMCAS.
 - Business or individual (other than myself)
I want my transcript to be sent to a business or individual.
 - Me
I want my transcript to be sent to me or to pick it up in person.

FERPA Compliance

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. To determine whether and what type of a consent form is required, please answer the following question.

* Who is the intended recipient of your transcript?

Enter Receipt Details



Enter Recipient Details

Items marked with * are required.

Recipient

* Name of Recipient:

Delivery Options

* Delivery Method:

Please confirm, the delivery option you selected means:

Once your transcript request has been received by our office, the transcript will be mailed within 3-5 business days. Please allow an additional 5-7 business days for delivery by the United States Postal Service.

* **Checking this box confirms you have read the delivery method information above.**

Name of Recipient:

Attention:

* Street Address:

Street number and Street name or PO Box (Most express services do NOT deliver to PO boxes)

Additional Address:

Campus Box, Building, Floor, Apt., Suite

* City:

* State/Province/Region:

If the address is outside the US, US territories, or Canada, select 'International'.

* ZIP/Postal Code: If no ZIP or Postal Code is required, enter 'N/A'.

* Country:

Phone: (required for overnight/express & fax deliveries)

For international phone numbers, include the country and area/city codes (e.g., 44-202-12345678)

Fax: (required for fax deliveries)

For international fax numbers, include the country and area/city codes (e.g., 44-202-12345678)

* Quantity:

Additional fees may apply. The total fees will be displayed in the order summary.

Special Instructions: (Maximum 255 Characters)

Processing Timeframe

* Processing Option:

[Cancel Changes](#)

Review Recipients



Review Your Recipients

Important Information

Verify your transcript order information before continuing. To edit your order, select the recipient's name. To add another recipient, select 'Add Recipient'.

Verify Information

+ Add Recipient

Options	Recipient Information	Processing Option	Delivery Method	Quantity	Online Processing Fee	Fee
Edit Remove	PAT SMITH 123 ANYWHERE ST SUITE 250 SMALLVILLE, CA 00000	Now	Mail ?	2 copies	\$2.25	\$2.25

Total Fee for Order: \$2.25

Request Order Updates Via Text

Yes, please send me transcript order updates via text message to the following number.
(Carrier message and data rates may apply.)

* Mobile Phone Number: 000-000-0000

* Mobile Phone Carrier:

- Select
- Select
- AT & T
- Alltel
- Claro
- Cricket
- MetroPCS
- Sprint
- T-Mobile
- Tracfone
- US Cellular
- Verizon Wireless
- Virgin Mobile

[Cancel Order](#)

[Go Top](#)

[Transcript Ordering Help \(select here\).](#)

[Questions? Call](#)

NATIONAL STUDENT CLEARINGHOUSE

[Service Status](#) | [Terms of Use & Privacy Policy](#)

Process Your Request

Enter Personal Info Select Recipient Enter Recipient Details **Review Order** Enter Payment Info Sign Consent

Review Your Recipients

Important Information
Verify your transcript order information before continuing. To edit your order, select the recipient's name. To add another recipient, select 'Add Recipient'.

Verify Information
+ Add Recipient

Options	Recipient Information	Processing Option	Delivery Method	Quantity	Online Processing Fee	Fee
Edit Remove	PAT SMITH 123 ANYWHERE ST. SUITE 250 SMALLVILLE, CA 00000	Now	Mail	2 copies	\$2.25	\$2.25

Total Fee for Order: \$2.25

Request Order
 Yes, please (Carrier)
* Mobile P
* Mobile P

HAVE YOU CHECKED YOUR REQUEST?
Select "Cancel" to continue reviewing or change recipient information.
Select "OK" to proceed to the next ordering step. A confirmation of your order, including the order number, will be displayed and emailed to you when you have completed the ordering process.

Payment Screen

Review Your Order

Order Number
27349085

Total Amount: USD **2.25**

[« Return to Transcript Ordering Center](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiration Date (MMYY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Billing Address

City

State/Province
Alabama

ZIP/Postal Code

Country
United States