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
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).

Enter Your Personal Information

Enter Your Personal Information

Items marked with * are required.

Enter Your Information

Current Name:

* First Name: PAT
Middle Name: M
* Last Name: SMITH
* Date of Birth: 01/01/2000

Name While Attending School:

(If different from current name)

First Name: PAT
Middle Name: M
Last Name: DONES

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

Student ID: 999999999
Social Security Number: 
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: 310-555-1212
* Email: pat@somewhere.com
* Confirm Email: pat@somewhere.com

Next Cancel Order
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: 123 ANYWHERE ST
  Street number and Street name or PO Box
  Additional Address: SUITE 250
    Campus Box, Building, Floor, Apt., Suite
  * City: SMALLVILLE

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

* ZIP/Postal Code: 12345
  If no ZIP or Postal Code is required, enter 'N/A'.

Country: United States

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
  Begin Year: 1971
  End Year: 1975
  No

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

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?

Select
  Select
  Me
  School where I intend to apply or enroll
  Other
Enter Recipient Details

Items marked with * are required.

Recipient

* Name of Recipient: PAT SMITH

Delivery Options

* Delivery Method: Mail

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: PAT SMITH

Attention: 

Street Address: 123 ANYWHERE ST

Additional Address: SUITE 250

Campus Box, Building, Floor, Apt., Suite

City: SMALLVILLE

State/Province/Region: California

ZIP/Postal Code: 00000

Country: United States

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

Fax: (required for fax deliveries)

* Quantity: 2 copies

Special Instructions: (Maximum 255 Characters)

Processing Timeframe

* Processing Option: Now

Save & Add Another Recipient  Next  Cancel Changes
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**

<table>
<thead>
<tr>
<th>Options</th>
<th>Recipient Information</th>
<th>Processing Option</th>
<th>Delivery Method</th>
<th>Quantity</th>
<th>Online Processing Fee</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>PAT SMITH</td>
<td>Now</td>
<td>Mail</td>
<td>2 copies</td>
<td>$2.25</td>
<td>$2.25</td>
</tr>
<tr>
<td>Remove</td>
<td>123 ANYWHERE ST</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SUITE 250</td>
<td></td>
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<td></td>
<td>SMALLVILLE, CA 00000</td>
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**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: *123-456-7890*
  - Mobile Phone Carrier: Select

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

Questions? Contact Transcript Ordering Help (select here).
Process Your Request

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

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<td>Edit/Remove</td>
<td>PAT SMITH 123 ANYWHERE ST SUITE 250 SMALVILLE, CA 00000</td>
<td>Now</td>
<td>Mail</td>
<td>2 copies</td>
<td>$2.25</td>
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</tr>
</tbody>
</table>

Total Fee for Order: $2.25

Request Order

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.

OK Cancel

Check Out Cancel Order

Payment Screen

Review Your Order
Order Number: 273435985
Total Amount: USD 2.25
Return to Transcript Ordering Center

Pay With Your Credit Card
Cardholder Name
Credit Card Number
Visa, MasterCard, American Express
Expiration Date (MMYY)
Security Code
CVV2 is the Visa term for the 3-digit security code on the back of the credit card. For Visa and Mastercard, it is 4 digits and located on the front.
Billing Address
City
State/Province
Alabama
ZIP/Postal Code
Country
United States
Pay With Your Credit Card