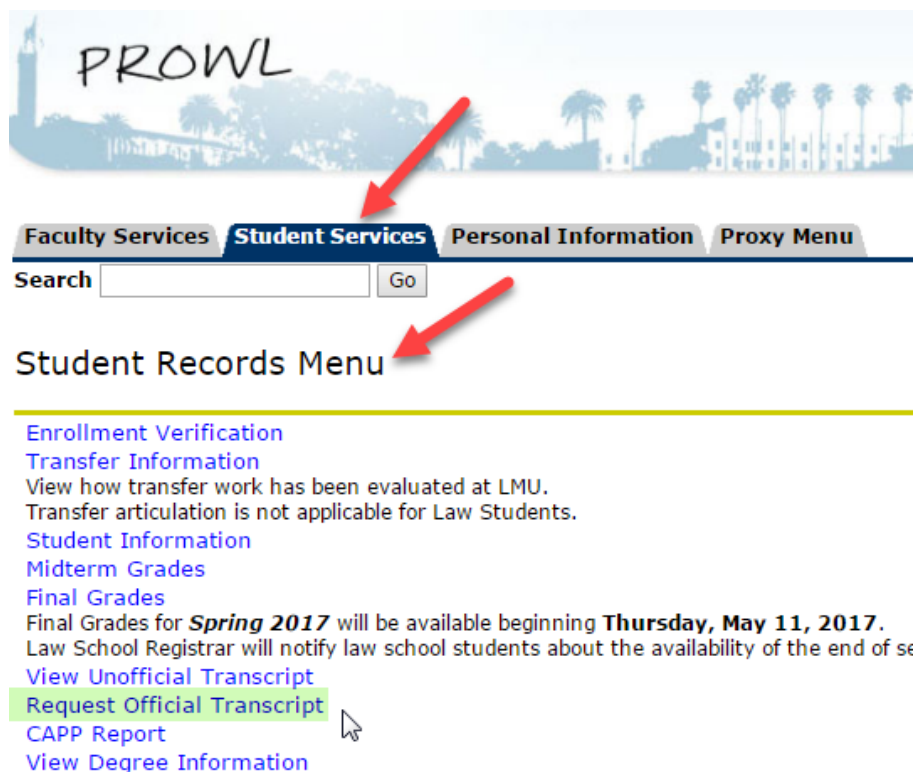


How to Request a Transcript through PROWL at LMU

You will need your 9-digit LMU Student ID (9xxxxxxx) and PIN.
Reset your [PROWL PIN](#) through the LMU HelpDesk.

In [PROWL](#) (*Student Services > Student Records Menu > Request Official Transcript*)



A few things about an LMU Transcript:

- LMU issues only official transcripts. However, in the Student Records menu, there is a link to “View Unofficial Transcript”. Use this link to view your record in a “transcript-like” format. This plainly formatted report does not contain the name of the University or your name; it is for your personal reference only.
- Currently, LMU does not issue electronic transcripts; the University will not scan a transcript so it may be sent via e-mail.
- If you have a Controller’s hold on your record, you will not be allowed to request transcripts. Contact the Student Accounts Office at 310.338.2711 or studacct@lmu.edu. Once the hold has been removed by that Office, you may request transcripts.

Option 1: Addressing to yourself using a stored address in PROWL or for Student Pick Up:

- Choose this option to send a transcript to yourself using an address already stored in PROWL, or for Student Pick Up.
- Leave the <Issue To:> field blank; your name will appear automatically on the subsequent page.
- If you do not have a stored address, choose Option 2.

Select a mailing address

- **To send a transcript to yourself:**
 1. Select an address from the dropdown. If you wish to use an address not on file, follow the steps in the next section.
 2. Leave the **Issue to:** field blank (your name will be filled in automatically on the next page).
 3. You can verify or update the address on the next page.
- **To send a transcript to a third party:**
 1. In the **Issue to:** field, enter ONLY the name of the person/institution to whom it is being sent (50 chars max).
 2. You will enter the address on the next page.

One of Your Addresses:

Issue to:

Option 2: For addresses not already stored in PROWL or to another recipient:

- Choose this option to send a transcript to
 - yourself at an address not already stored in PROWL, or for Student Pick Up
 - another recipient (3rd party)
- You must enter information in the <Issue To:> field to begin addressing; you will have three lines of address fields on the next page in addition.

Select a mailing address

- **To send a transcript to yourself:**
 1. Select an address from the dropdown. If you wish to use an address not on file, follow the steps in the next section.
 2. Leave the **Issue to:** field blank (your name will be filled in automatically on the next page).
 3. You can verify or update the address on the next page.
- **To send a transcript to a third party:**
 1. In the **Issue to:** field, enter ONLY the name of the person/institution to whom it is being sent (50 chars max).
 2. You will enter the address on the next page.

One of Your Addresses:

Issue to:

- Continue

SELECT A MAILING ADDRESS for Option 2

- In the <Issue To:> enter your name or the name/office of a recipient. Example below.

Select a mailing address

- **To send a transcript to yourself:**
 1. Select an address from the dropdown. If you wish to use an address not on file, follow the steps in the next section.
 2. Leave the **Issue to:** field blank (your name will be filled in automatically on the next page).
 3. You can verify or update the address on the next page.
- **To send a transcript to a third party:**
 1. In the **Issue to:** field, enter ONLY the name of the person/institution to whom it is being sent (50 chars max).
 2. You will enter the address on the next page.

One of Your Addresses:

Issue to:

- You will complete the rest of the address on the next form.
- The <Issue To:> information will roll over on to the next screen.
- Continue

SELECT TRANSCRIPT TYPE

- The first two fields are required and must be chosen in tandem:
 - <Transcript Type:> Loyola Marymount University AND
 - <Course Levels>: Undergraduate or Graduate or Extension
 - *Note that each Type and Level combination is a separate transcript request.*
 - <Transcript Type:> Loyola Law School AND
 - <Course Levels:> Juris Doctor or Master of Laws Taxation, etc.
 - *Note that each Type and Level combination is a separate transcript request.*
- <Street Line 1> (or 2, or 3)
 - Each street line allows for a maximum of 75 characters.
 - If you are sending to an address in the US, leave the <Nation:> field as None.
 - Use the USPS Standard Addressing format as below.
- Enter YOUR number in the <Area Code:> and <Phone Number:> fields – we will use this to contact you if we have questions or if we received return mail.
- Do not use the <International Access Number:>.

Select Transcript Type

Please verify the **Issued To** name and address information.

If you have taken courses at Loyola Marymount University and want to request a transcript that reflects that work, select a **Transcript Type** of Loyola Marymount University.

If you have taken courses at Loyola Law School and want to request a transcript that reflects that work, select a **Transcript Type** of Loyola Law School.

Once you have selected a Transcript Type, you will be able to indicate which level of work to be printed by selecting the appropriate **Course Level** (e.g. Undergraduate, Graduate).

Please enter address information by hand. Do not copy and paste.

• Indicates required field

Transcript Type: *	Loyola Marymount University ▼
Course Levels: *	Graduate ▼
Issued To: *	Attn: Admissions Coordinator
Street Line 1:	Office of Graduate Psychology Studies
Street Line 2:	Sigmund Freud University
Street Line 3:	46 Jung Street
City:	Lompoc
State or Province:	California ▼
Zip or Postal Code:	99999
Nation:	None ▼
Area Code:	<input type="text"/>
Phone Number:	<input type="text"/>
Extension:	<input type="text"/>
International Access Number:	Do Not Use

This is your telephone number

- USPS Standard Addressing:


**JOHN DOE
POSTMASTER GENERAL
UNITED STATES POSTAL SERVICE
475 LENFANT PLZ SW RM 10022
WASHINGTON DC 20260-0010**

- Continue

TRANSCRIPT REQUEST INFORMATION

- Enter the number of transcripts you are requesting
- Choose the Delivery Method

Transcript Request Information

 Enter the number of copies you desire, select when to print the transcript and choose a delivery method.

Transcripts are generated upon submission. Please verify that your academic information is up to date and correct before requesting an Official Transcript.

Number of Copies (Up to 5):

Delivery Method:

- Continue

TRANSCRIPT REQUEST CONFIRMATION

- Please verify that the information you entered is correct and correctly entered. If you wish to make changes, use the back button in your browser.

Transcript Request Confirmation

Please verify the information below. If you need to make any changes, please click on the **Back** button and make your corrections.

If all fields are correct, click on the **Submit Request** button to request your transcript.

Issued to: Attn: Admissions Coordinator
Street Line 1: Office of Graduate Psychology Studies
Street Line 2: Sigmund Freud University
Street Line 3: 46 Jung Street
City: Lompoc
State or Province: California
Zip or Postal Code: 99999
Course Levels: Graduate
Copies Ordered: 1
Official Transcript: Yes
Delivery Method: Standard Mail
Cost of Order: No charge
Print Transcript: As soon as possible

- Submit

Please note the following:

- Once you submit the request, it is normally fulfilled within two business days.
- If you are sending a transcript to another university, please allow extra time in their handling of the mail. It can take up to two or three days, once received by the campus, for a piece of mail to reach the correct office.
- If the recipient reports that the transcript was never received, request another transcript to be sent, paying extra attention to the address you enter. LMU does not edit or correct the address entered.
- If you determine that the transcript has not been received in an appropriate amount of time, request that another be sent.
- Items are sent via USPS for which LMU bears no responsibility for delivery time. Mail cannot be traced through the USPS or the receiving institution.