

# Requesting Transcripts from Luzerne County Community College

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**Please allow three to five business days for processing.**

There is a \$5.00 fee per transcript payable at the time of request. Payment will be accepted in the form of cash(in-person only), check , money order, or credit card.

*\*Email or phone requests are NOT accepted.*

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**Request online using WebAdvisor (<http://webadvisor.luzerne.edu>)**

To activate your webadvisor account you will need your social security number, birth date and student Id#. You can obtain your student Id # by clicking on "What's my user ID" which is located on the bottom right of the webadvisor main page.

\*Payment, by credit card, will be required immediately after the request is submitted.

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**Request by Mail, Fax or In-Person:**

Print out the [Transcript Request Form](#), complete, then chose one of the following;

**Mail to:**

Registrar's Office  
Luzerne County Community College  
1333 South Prospect Street  
Nanticoke, PA 18634

**Fax to:**

570.740.0356  
\*Credit card payment only

**In Person:**

Drop off the form and payment at the Registrar's Office located in Building #5, Room 510, Main Campus, Nanticoke

**For More information:**

Email: [registrar@luzerne.edu](mailto:registrar@luzerne.edu)

Phone: 1.800.377.LCCC (5222), ext. 339



**Transcript Request Form**

Student ID: (SS# or ID) \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Birth date: \_\_\_\_\_ Are you a current LCCC student? YES\_\_\_ NO \_\_\_

**Number of transcripts requested:** \_\_\_\_\_ **Official**(check): YES \_\_\_ NO \_\_\_  
(Note: \***Official Transcripts** are those accepted by other institutions or organizations)

Send transcripts (check one):  
 Immediately  
 At the End of the Semester / After final grades are posted to Webadvisor  
 After degree is recorded

Send transcripts to (name and address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Notes:\*Please fill out one Transcript Request Form per recipient. \*Please allow 3-5 business days for processing)

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

I understand that completion of this form bearing my signature will allow LCCC to send transcripts of all work completed to the institution listed above and charge credit card below if needed.

**PAYMENT INFORMATION (\$5.00 per copy)**

Check One:  
 Check or money order enclosed (Payable to Luzerne County Community College)  
 Visa, MasterCard, Discover

Credit or debit card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

(CVV code is the last three numbers on the back of card)

Mail or Drop Off: Registrar’s Office, Luzerne County Community College,  
1333 S. Prospect Street, Nanticoke, PA

-or- Fax to: 570.740.0356 (credit card only)