



Office of the Registrar
 3820 Sen. J. B. Johnston Avenue
 Lake Charles, LA 70615
 PH: 337/421-6555
 Fax: 337/491-2663

NOTE:

- (1) No official transcript will be issued to or for a student who is indebted to the college.
- (2) No official transcript will be issued to or for a student who is in default or overpayment status on a federal loan or grant.
- (3) Academic transcripts will be issued within three business days from the date the request is received, provided no indebtedness exists.
- (4) Transcripts are released only with a signed request from the student.

Name:		Social Security #:	
Name while attending(if different from above):			
DOB:	Phone:	Cell phone:	
Mailing address:			
City:	State:	Zip:	
Department/Major:		Date(s) of attendance:	

Issue transcript now Hold for degree posting Hold for semester grades

Please mail _____ copies to the above address.

Please mail _____ copies to the address below.

Name/Institution: _____

Attn: _____

Address: _____

City, State, Zip: _____

Please fax transcript to: _____
Faxed copies are not considered official.

Please electronically send transcript to: (Institution) _____

Please electronically send transcript to the following email address:

Please allow _____ to pick up my transcript(s) for me.
Person picking up transcript must show picture identification.

I authorize SOWELA Technical Community College to release my academic transcript to the institution or person(s) listed above.

Student's Signature: _____ Date: _____

For Office Use Only	Verified: _____ Date completed: _____
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