TRANSCRIPTS

Transcript requests must be in writing (federal guidelines require the student’s signature to release academic information). The transcript request may be mailed, faxed, brought to the registrar’s office in person, or scanned and emailed. It may take as many as five working days before the transcript will be produced and mailed.

If the student has also completed coursework at the College of Arts and Sciences (CAS) or Lewis & Clark Law School, the graduate school registrar’s office will forward the transcript request to the CAS registrar’s office or the law school registrar’s office at no additional fee. If the student has recently completed their coursework, they should check WebAdvisor to ensure all grades are posted before ordering their transcript.

The request form for a Lewis & Clark graduate transcript is available on the registrar’s web page at www.lclark.edu/graduate/offices/registrar/transcripts. Transcripts may also be requested by letter; the following information should be included in the written request:

- Student’s name, address, and phone number
- L&C ID number or Social Security Number
- Date of birth
- Former or other names under which the student attended
- Approximate dates of attendance
- Degree earned (if applicable) and degree date
- The address(es) and name(s) to which the transcript(s) should be sent
- Student’s signature

Payment can be made by check, money order, or credit card. To pay by credit card (Visa or MasterCard only) the following information should be included with the transcript request: the credit card number, the name on the card, expiration date, 3-digit security code (located on the back of the card), amount to be charged and authorization signature. Checks and money orders should be made out to Lewis & Clark.

Transcript requests and payment can be forwarded to the registrar’s office by mail, fax, or email to the Lewis & Clark Graduate School of Education and Counseling:

Graduate Registrar’s Office, Rogers Hall, Room 301
0615 SW Palatine Hill Road, MSC 90
Portland, OR 97219-7899

Fax: (503) 768-6035
Email: gradreg@lclark.edu

Lewis & Clark may withhold transcripts from students with unpaid financial obligations. Lewis & Clark does not issue copies of transcripts from other institutions. If students are interested in securing copies of transcripts from other schools, they must contact those institutions directly.

Transcript Fees
Transcripts cost $5 each for the first two. Additional transcripts, when ordered at the same time, are $2 each.