



TRANSCRIPT REQUEST FOR COLLEGES & UNIVERSITIES

INSTRUCTIONS

- 1** College transcripts must be requested by the applicant from each of the colleges the student has attended. Official transcripts will only be accepted if sent directly by mail or electronic service
- 2** Contact the Office of the Registrar at your current and previous institution to request your official transcript(s). If an electronic service requires an email address, please use admissions@laredo.edu.
- 3** Pay the fees according to your previous institution and submit to Laredo College. Colleges and universities may have different fees to process your request.
- 4** Official college or university transcripts may take up to three business days to arrive at Laredo College. Processing times may vary according to the volume of transcripts received at the Office of Admissions.

Mail Option:

You may mail out your official sealed transcript(s) to the following address at Laredo College:

Laredo College
Office of Admissions - South Campus
5500 South Zapata Highway
Laredo, TX 78046

