



# TRANSCRIPT REQUEST for COLLEGES & UNIVERSITIES

## REQUEST OPTIONS

The applicant must request college transcripts from all colleges previously attended. Official transcripts will **only be accepted** if sent directly by the institution. Transcripts submitted via the student's personal email are considered unofficial and will not be accepted for admission verification purposes.

### Electronic Option (most recommended in U.S.)

- 1 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](mailto:admissions@laredo.edu). We accept Parchment, National Student Clearinghouse, and EDI/SPEEDE electronic formats.
- 2 Pay the corresponding fees according to your institution and submit your transcript(s) to **Laredo College**. The processing time for your request may vary among colleges and universities.
- 3 Check your email account and confirm you've received a confirmation number email as proof of submission and as a tracking tool. It will help trace the status of your request.
- 4 Log on to [www.laredo.edu/mylcsstatus](http://www.laredo.edu/mylcsstatus) to verify whether your order has been received and processed at Laredo College.

### In Person Option

You may visit either of our two locations to drop off an official sealed envelope transcript for admission verification. Unsealed envelope transcripts are not considered official.



Laredo College - Ft. McIntosh  
Office of Admissions  
Lerma Pena, Room 160  
West End Washington Street  
Laredo, TX 78040



Laredo College - South Campus  
Office of Admissions  
Billy Hall, Room A135  
5500 South Zapata Highway  
Laredo, TX 78046

**International applicants** must present their original college transcript(s) to the Office of Admissions for verification purposes. After the transcript is reviewed, a copy will be made immediately, and the original document will be returned to the applicant.

### Mail Option

You may mail out your official sealed transcript(s) to any of the addresses indicated above.

Official college or university transcripts may take up to **five business days** to arrive at Laredo College. The Office of Admissions is **not responsible** for mailing out original international transcripts back to the applicant once it is collected. Contact our office for options.

**Disclaimer:** Processing times may vary according to the volume of transcripts received at the Office of Admissions.

Revised 01.03.2026

**Office of Admissions | 956.721.5109 | [admissions@laredo.edu](mailto:admissions@laredo.edu)**

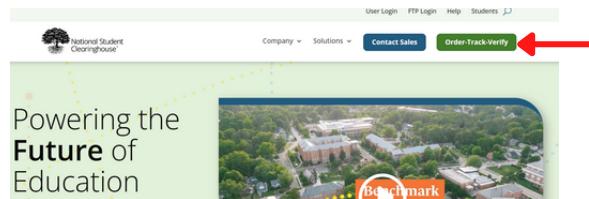
Laredo College is an equal access, equal opportunity organization. Learn more at <https://www.laredo.edu/title-ix>.



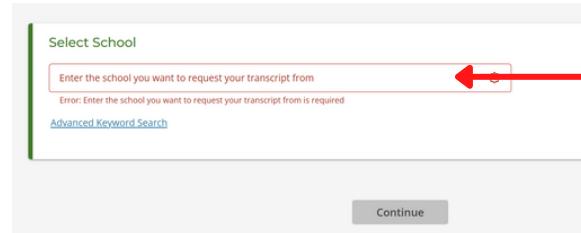
# College TRANSCRIPT REQUEST VIA CLEARINGHOUSE INSTRUCTIONS

**Note:** If your college or university uses the National Clearinghouse platform, follow the steps below to order your transcript. If your school does not work with National Clearinghouse, contact the Office of Admissions for guidance.

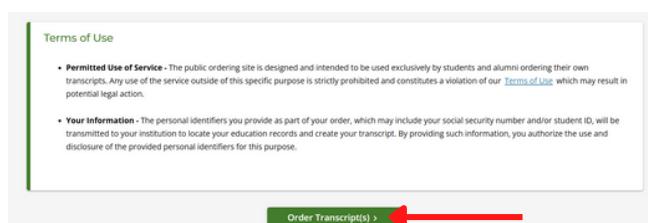
**1** Visit [www.studentclearinghouse.com](http://www.studentclearinghouse.com), search for the “Order-Track-Verify” tab, and select “Order a transcript.”



**2** Type the school you want to request your transcript from.



**3** Click “Order Transcript(s)” at the bottom of the page.



**4** Fill out all your personal and student identification information.

**5** Complete the Degree / Certificate section.

Degree / Certificate Titles and Award Years (Optional)

Degree / Certificate Title (Optional)	Award Year YYYY (Optional)
Degree / Certificate Title (Optional)	Award Year Award Year YYYY (Optional)

**6** Select the Transcript and Delivery Details. Select College or University option.

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?

Error: Who are you sending your transcript to? is required

**Note:** If the college is not found, enter manually the school name and department name (Laredo College / Office of Admissions).

**7** Complete all Processing Details section.

**8** Complete Send To Information section. If Laredo College was not listed, please add our [admissions@laredo.edu](mailto:admissions@laredo.edu) email.

**9** Proceed with payment, signature, and submit order.

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

**Disclaimer:** Processing times may vary according to the volume of transcripts received at the Office of Admissions.

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