

Requesting Dual Credit Transcripts from Lone Star College

Lone Star College Transcript Ordering

You can request your official Lone Star College transcript be sent to the location of your choice.

Lone Star College utilizes the National Student Clearinghouse, to process all official transcript requests. Official transcripts can be mailed, sent overnight, picked up at a LSC campus, or sent electronically through a secure means.

- **PLEASE NOTE:** PDF orders sent to students are **unofficial** and are not mobile friendly. PDF's must be sent directly to the receiving party to be considered official.

You can track the processing of your transcript request at [National Student Clearinghouse](#) and receive email or text message status updates. The price for each official LSC transcript requested is \$9.00. [Learn more about the transcript ordering system.](#)

[Order Your Official LSC Transcript Now](#)

Need an unofficial transcript? You can generate and print your own through the student portal. View the instructions in the [Viewing an Unofficial Transcript Job Aid](#) to learn more.

Step-by-Step Instructions

1. Go to <https://tsorder.studentclearinghouse.org/school/select>
2. Type “Lone Star College System” in the “Enter school you want to request your transcript from” box
3. Click Continue
4. Read through all information and then click on Order Transcript(s)
5. Follow the instructions to complete all necessary information
6. Select Transcript and Delivery Details
7. Confirm Order and Checkout
8. The cost is \$9.00 per request