

Louisiana State University in Shreveport

Office of Admissions and Records

One University Place

Shreveport, LA 71115-2301

Phone: (318) 797-5061

Fax: (318) 797-5286

**REQUEST FOR DOCUMENT TRANSFER TO
THE DIVISION OF CONTINUING EDUCATION**

An approved document transfer will be delivered to the Office of Continuing Education.

Have you applied or attended LSUS for academic credit: ____ Yes ____ No

If you have applied or attended LSUS for academic credit, official documents housed in the Admissions and Records Office cannot be transferred to the Office of Continuing Education. If you have not applied or attended LSUS for academic credit, please complete the information below.

Student Information (Please use student name as it appears on LSUS records):

Last First Middle

Mailing address

City State Zip Code Daytime Phone Number (Include Area Code)

Student I.D. Number or Social Security Number Date of Birth

Please state the document(s) being requested for transfer to the Office of Continuing Education.

1. _____
2. _____
3. _____
4. _____
5. _____

I authorize the documents listed above to be transferred to the Office of Continuing Education.

Student's signature for release of official document(s) Date

Admissions and Records Staff

Transferred: Yes ____ No ____ Staff Initials: _____ Date: _____