How to Request an Official Transcript

1. Go to www.nunez.edu
2. Click on LoLA.
3. Log in to your LoLA account.
4. Click on the Student Home Tab.
5. Click on Request Official Transcript under Academic Links.

**If you want a transcript sent to your home**
A. Select your address; click continue
B. Use drop box on Transcript Type to select Official Transcript
C. Enter the number of copies you are requesting
D. Use the drop box to select USPS as the delivery method.
E. Click Continue
F. Select Payment Method.

**If you want your transcript sent to another college**
A. Click on Look Up College Code
B. Select the state that the college is located
C. Click List Cities
D. Select the city that the college is located in
E. Select the College
F. Click Copy Selected College Information
G. Use drop box on Transcript type to select Official Transcript
H. Click continue.
I. Enter number of copies you wish sent to the location that you chose.
J. Use the drop box under Delivery Method to choose how you would like your transcript sent.
   (E-Scrip is the fastest method to deliver an official transcript to another college.)
K. Click continue.
L. Select payment method to pay for your transcript.

There is a $5 fee for each transcript that we issue.