

Linn-Benton Community College

Admissions & Records

6500 Pacific Blvd. SW

Albany, OR 97321

(541)917-4830 Fax: (541)917-4868

Dear Student:

Date: _____

In order for us to provide you with a copy of your academic transcript, we will need the following information faxed, mailed or brought into the main campus or to one of the Community Education Centers:

Student ID Number _____ Date Of Birth _____

Print your Name _____
Last First Middle

Previous Name Used at LBCC

Current Address _____

City State Zip

Daytime Contact Phone Number: _____

Hold for: Current Term Grades Pending Degree

Official: \$5.00 and \$1.00 for each additional # of copies _____ = \$ _____

Unofficial: \$1.00 and \$1.00 for each additional # of copies _____ = \$ _____

Rush Order: \$10.00 and \$1 for each additional # of copies _____ = \$ _____

Fax to (_____) _____ \$1.00 additional fee # of copies _____ = \$ _____

Send transcripts to:

Order Total = \$ _____

You must sign your request: (We can not process without signature)

Signature _____ **Date** _____

Credit Card (please circle): VISA Master Card Discover

Credit Card Number: _____ Expiration Date: _____

If you are paying by credit card, you may call in your credit card number. If you are mailing your request, send to: Student Records at the LBCC address listed above.

Please allow 5 working days to process unless requesting a rush order.