



## TRANSCRIPT REQUEST

**PLEASE PRINT CLEARLY**

Requested By: Last : \_\_\_\_\_ First: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Check One:  Current Student  Graduate  Resigned – Date: \_\_\_\_\_

Name at time of Graduation or Resignation: \_\_\_\_\_ Class of: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Purpose of Request:  Personal  Employment  College/University  Scholarship

**PAYMENT:** (Fee may change without notice).

- Regular: \$5.00 per copy (within 10 business days plus mailing time)
- Rush: \$10.00 per copy (within 1-2 business days plus mailing time)
- **Payable to** the Los Angeles County College of Nursing and Allied Health.
- Payment (check or money order) for transcripts must accompany written request.

**Transcript requested in person:** Make payment at any LAC+USC Medical Center Cashier Office, bring receipt and transcript request form to the College.

**Transcript requested by mail:** Send payment and request form to the College at the above address.

Cost: Regular: # copies requested \_\_\_\_\_ X \$5.00. **Total:** \_\_\_\_\_

Rush: # copies requested \_\_\_\_\_ X \$10.00 **Total:** \_\_\_\_\_

Delivery:  Pick Up Number of transcripts to be picked up: \_\_\_\_\_

Mail Number of transcripts to be mailed to this address: \_\_\_\_\_  
 (use separate sheet for each address)

To: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Transcripts will be processed ONLY when the form is signed by the requestor and requestor has been cleared of financial obligations if any.***

**For Office Use Only:**

Transcript Receipt Number: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Picked Up Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Mailed Date: \_\_\_\_\_ Mailed By: \_\_\_\_\_