

**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: \$5.00 and \$1.00 for each additional # of copies \_\_\_\_\_ = \$ \_\_\_\_\_

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

Fax to ( \_\_\_\_\_ ) \_\_\_\_\_ \$1.00 additional chg # 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.**