



6500 Pacific Blvd. SW
Albany, OR 97321

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

Student ID Number _____ Date Of Birth _____

Name _____
Last First Middle

Previous Name Used at LBCC _____

Current Address _____
City State Zip Code

Phone Number _____

Official: \$10 each	# of copies _____ = \$ _____
Unofficial: \$1.00 for each	# of copies _____ = \$ _____
(unofficial transcripts are not eligible for email)	Order Total = \$ _____

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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, after filling out and sending in your form, you may call in your credit card number to LBCC Business Office (541) 917-4312.

To mail your request, send to: Enrollment, Records and Graduation, 6500 Pacific Blvd SW, Albany, OR 97321.

To Email your request, transcripts@linnbenton.edu

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

LBCC Enrollment, Records and Graduation 08/06/2025