

LABI College Transcript Request



ACADEMIC TRANSCRIPT REQUEST FORM PETICIÓN DE HISTORIAL ACADÉMICO

Please send this form via email to: *Por favor envíe este formulario a:* academicsupport@labi.edu

Personal Information/Datos Personales

Last Name/Apellido _____ First Name/Nombre _____ Middle/Segundo Nombre _____
Maiden Name/Apellido de Soltera _____ Address/Dirección _____ Apt # _____
City/Ciudad _____ State/Estado _____ Zip Code/Código Postal _____ Phone/ Teléfono: _____
Email _____ DOB/Fecha de Nacimiento ____/____/____

Program of Enrollment / Programa en el que estuvo escrito:

- LABI College
- Spanish Certificate Program

Dates Enrolled / Fechas que estudio:

From/desde _____ to/hasta _____
Year Graduated/Año en que graduo: _____

Number of transcript copies requested # _____ / Número de copia(s) requerida(s) # _____

Transcripts will only be emailed, please provide emails of recipients:

El historial solo será enviado por correo electrónico, por favor de facilitarnos la información correspondiente:

1. _____

Student Signature / Firma de Estudiante _____ Date / Fecha _____

PROCESSING FEE / CUOTA DE PROCESAMIENTO: UNOFFICIAL TRANSCRIPT \$0

- 7-10 Business Days/Días laborales = \$10 per copy/por copia
- 1-2 Business Days/ Días laborales = \$25 per copy/por copia

*Please note: If there is an outstanding balance on your account, a transcript cannot be issued until the account has been paid in full. A transcript cannot be issued until the transcript fee has been received as well. All transcripts will arrive at their destinations within 3-5 Business Days of being mailed out. Transcript requests before the academic year 2000 will possibly take longer to process due to the retrieval of records and grades.

**Por favor tome en cuenta: Si hay un balance pendiente en su cuenta, no se puede emitir una transcripción hasta que la cuenta se haya pagado por completo. No se puede emitir una transcripción hasta que se haya recibido la tarifa de transcripción. Todas las transcripciones llegarán a la dirección solicitada en los siguientes 3 a 5 días posteriores al recibo de la solicitud. Sin embargo, las solicitudes de transcripciones de los estudiantes que cursaron clases antes del año 2000, posiblemente demorarán más tiempo en procesarse debido a la recuperación de calificaciones y archivos.*

Methods of Payment Available: (please select one)

Payment Office Hours = M-Th 9:00am-4:00pm; F 10:00am- 3:00 pm *Closed for lunch from 12:30pm- 1:30pm

→ **In Person:** Cash, debit/credit, and/or checks are all being accepted in-person. We kindly ask you to make an appointment by emailing studentaccounts@labi.edu or by calling (626) 968-1328 prior to your visit.

→ **Phone:** You may pay by debit/credit card over the phone.

◆ Please call during business hours at (626) 968-1328 after receiving confirmation of your request.

* Please note that there is an additional 3% processing fee that will be added to all credit card transactions.

→ **By Mail:** Checks only, NO CASH.

◆ Please make all LABI College checks payable to LABI College and write a MEMO.

*Mail checks to: LABI College (Attn: Business & Finance Office)

14209 Lomitas Ave. La Puente, CA 91746

Office Use Only

| | |
|---|---------------------------|
| Date request received: _____ | Amount Approved: \$ _____ |
| Date of credit card statement: _____ | |
| Signature of person reviewing statement _____ | Date _____ |