



TRANSCRIPT REQUEST

- Transcripts require 5-7 business days for processing and cost \$5.00 each.
- Faxed Transcripts are Unofficial and incur no fee.
- Rush transcripts, processed in less than 5 business days, may be requested and cost \$10.00 each. Overnight delivery is available, but will incur current postal rates.
- Please allow additional time for weekends, holidays and peak season times (i.e. registration and graduation).
- Transcripts will not be processed for students with unpaid debts or other outstanding obligations to the college.
- Transcripts are issued in accordance with the Federal "Family Educational Rights Act of 1974."
- To expedite your request you may fax this completed form to 909.706.3031 or mail to the address at the bottom of this form.

PLEASE SUPPLY ALL INFORMATION REQUESTED

Name: _____ Name While Attending: _____
 I would like the college to update my alumni record with my current name.

Address: _____ Phone: _____

City: _____ ST: _____ ZIP: _____ Social Security # _____ Date of Birth _____

Email: _____ Attended From: _____ To: _____
 (Semester/Year) (Semester/Year)

College Attended: please select **ALL** that apply

Life Pacific College Distance Learning (a.k.a. LIFE Bible College, Los Angeles)
 Life Pacific College Resident Student (a.k.a. LIFE Bible College, Los Angeles)
 LBCE (LIFE Bible College East)*
 Mount Vernon Bible College*

Number of Transcripts Needed: Official _____
 Unofficial _____

Check one: Send Now
 Send After Current Semester Grades are Posted
 Send After Degree is Posted
 Send after Change of Grade (Specify Course _____)

Shipping Method:

Mail transcript to:
 Name: _____

 Address: _____
 City: _____ ST: _____ ZIP: _____

Please fax unofficial copy to this number: _____
 Attn: _____

I will pick up my transcript.
 I authorize _____ to pick up my transcript.

For Distance Learning Only: List all courses completed.

Special Instructions: _____

Payment Method: Cash (not recommended by mail) Visa MC AmEx Discv Exp Date: _____
 Check, Number _____ Number: _____

Delivery Method: Standard (\$5/transcript) Rush (\$10/transcript)
 Billing Zip: _____ 3 digit security code: _____
 If billing address is different from above, please provide in "Special Instructions."

I hereby authorize the release of my transcript(s) from Life Pacific College as indicated above:

 Signature (required by Federal Law) Date

Office use only:

Account Clear Date Received: _____ Fee Paid
 Computer Entry Date Sent: _____ Amount Owed: _____
 Rush
 Unable to Release Reason: _____ Contacted: Phone Email Initials/Date: _____

* Life Pacific College became the executor of records for LIFE Bible College East & Mount Vernon Bible College in June 2003.