

TRANSCRIPT REQUEST FORM

To order a transcript, students or former students must complete a Transcript Request Form.

BASIC INFORMATION: *Please complete all sections.*

FULL NAME	<i>Last</i>	<i>First</i>	<i>Middle/Maiden</i>
DATE LAST ATTENDED		<input type="checkbox"/> GRADUATE	<input type="checkbox"/> NON-GRADUATE
CELL/HOME PHONE		WORK PHONE	
EMAIL ADDRESS		BIRTHDAY	

DEGREE: *Choose the degree for which you need your transcripts and put the YEAR you received it next to the degree name.*

	ASSOCIATE OF ARTS		MASTER OF ARTS		DOCTOR OF PHILOSOPHY		OTHER – list below
	BACHELOR OF ARTS		MASTER OF MINISTRY		DOCTOR OF MINISTRY		
	BACHELOR OF APPLIED SCIENCE		MASTER OF DIVINITY		NON-MATRICULATION		

DEPARTMENT: Put a **check** in the box beside the department.

	BIBLICAL STUDIES		COMMUNICATIONS		EDUCATION
	PSYCHOLOGY/ CHRISTIAN COUNSELING		SEMINARY		

TRANSCRIPT: *Fill in the details.*

TOTAL NUMBER of Transcripts Needed		OFFICIAL COPY		UNOFFICIAL COPY	
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RECIPIENT/S: *Details of the institution, employer, or agency, and others.*

	NAME	ADDRESS	CONTACT (optional)
1			
2			
3			

NOTES:

- Official Transcripts of Records are not valid without the university seal.
- Transcripts of Records may take up to a maximum of 20 working days to process.
- There is a \$10.00 charge per official transcript. Unofficial transcripts are free of charge; official copies must be mailed.
- Transcripts must be paid for in advance. You can pay online at www.lbu.edu, call 318-686-2360 to pay with a debit/credit card, or mail in a check or money order with your request.
- All requests for transcripts require a signature. Once completed and signed, the request can be mailed to 6301 Westport Avenue, Shreveport, LA 71129, faxed to 318-688-2148, or emailed to info@lbu.edu.
- If you are an INSTEP graduate requesting credentials, please inform your university registrar (LBU's partner school) and include them in your email correspondence with the LBU administration.

Student's Signature (required by Public Law 93-380)

Date