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Please read carefully. Fill out completely. Print clearly

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*Last Name*      *First Name*      *Middle Name*      *Maiden*

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*Student ID*      *Birthdate (dd/mm/yyyy)*      *Telephone*

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*Street Address*

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*City*              *State*              *Country*              *Postal Code*

Are you currently enrolled at LABA?  Yes  No

If not currently enrolled, last semester of enrollment? \_\_\_\_\_

I'm not enrolled, but I would like to book my Official Transcript concerning the course \_\_\_\_\_

Please check the appropriate box

- I am planning to complete course(s) at another institution to transfer back to LABA.  
 I am applying for admission to another institution to complete my degree.  
 I am applying for admission to another institution to start a new degree program.  
 Other \_\_\_\_\_

Please indicate how/when you want the printed transcript sent:

- Send now (standard processing time is 3 to 5 business days)  
 Hold for current semester grades (standard processing time is 14 days after the end of finals)  
 Hold until degree is posted on record (standard processing time is 6 weeks after the end of finals)  
 Hold for following change(s): \_\_\_\_\_

Where and to whom should the transcript(s) be mailed:

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*Name*

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*Street Address*

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*Street Address*

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*City*              *State*              *Country*              *Postal Code*

**Signature of Person Making Request** \_\_\_\_\_

(Your request cannot be processed without a signature)

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NOTE: No transcript will be furnished for any person whose financial account is not in good standing.