



TRANSCRIPT REQUEST FORM

PERSONAL INFORMATION

*Indicates Required Field †Indicates Rollover Button

LLU ID# or Social Security Number:*, Name: Last*, First*, Middle, Suffix (Jr., III, etc.), Date of Birth: (MM/DD/YYYY)*, Previous names used while in attendance (i.e. maiden)

FOR OFFICE USE ONLY
Date, UR Initials, Amount, Cash, Check, CC

Additional Information:

First Year of Attendance:*, LLU School Attended:*, Last Year of Attendance:*, LLU School Attended:*, Current Mailing Address: Address*, City*, State*, Zip*, Country, E-mail Address:*, Daytime Phone:*

TRANSCRIPT REQUEST

Send* # of Transcript(s) type†, Issued To*, Address*, City*, State*, Zip*, Country, Fax#, Send* # of Transcript(s) type†, Issued To*, Address*, City*, State*, Zip*, Country, Fax#

Total Transcripts Requested: Available transcript types:† See form instructions. Advance Payment Due: \$ (Regular processing time—approximately 1 week; Rush processing time—2 business days) Payment Method: Check or Money Order, Charge LLU Student Account (Current students only), Cash, Credit Card: Card Type†, Credit Card #, Verification #†, Name as it appears on card: Expires / (month/year)

Send Payment and Request Form To: Office of University Records, Attn: Transcripts, Loma Linda University, Loma Linda, CA 92350

It is not recommended to mail cash payments. Payments for processing transcripts are not refundable. Make checks and money orders payable to "Loma Linda University" and include your LLU ID# or social security number on the check. FAX Number: 909-558-0340 (Credit Card and Student Account payments only. Confidentiality of FAX transmissions cannot be guaranteed)

Special Instructions:

- Send now - do not hold. Hold for pickup. Send FedEx or Express Mail (Appropriate charges enclosed)
Send after grades are posted: Quarter Year (e.g. Fall 2003)
Send after grade changed in (course and term) (e.g. PSYC 226, Fall 2003)
Send after degree is posted. (e.g. BS, MPH, MSW, PhD)

Student's Signature: Date: (MM/DD/YYYY)

Additional Information:

- A transcript will not be issued until all outstanding obligations due to the University are cleared.
In accordance with federal law, transcripts cannot be released without written consent of the student.

If you have any questions please email Registrar@llu.edu or call (909) 558-4508 or (800) 422-4558