

# LABI/LABI EXTENSIONES/LATS



## ACADEMIC TRANSCRIPT REQUEST FORM PETICIÓN DE HISTORIAL ACADÉMICO

Please send this form via email, mail, or fax to: *Por favor envíe este formulario a:*  
academicsupport@labi.edu. Fax: (626) 961-7253. LABI College 14209 E. Lomitas Ave. La Puente, CA 91746

### 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 \_\_\_\_\_ Phone/ Teléfono: \_\_\_\_\_ Email \_\_\_\_\_  
DOB/Fecha de Nacimiento \_\_\_\_/\_\_\_\_/\_\_\_\_

### Program of Enrollment/Programa en el que estuvo escrito

- LABI College
- LATS
- LABI Extensiones

\*Name of Extension/Nombre de Extension  
\_\_\_\_\_

### Dates Enrolled/Fechas que estudio:

From/desde \_\_\_\_\_ to/hasta \_\_\_\_\_

Year Graduated/Año en que graduó: \_\_\_\_\_

Please send \_\_\_\_\_ copy(ies) of my transcript to: *Favor de enviar \_\_\_\_\_ copia(s) a:*

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature/Firma de Estudiante \_\_\_\_\_ Date/Fecha \_\_\_\_\_

### PROCESSING FEE/CUOTA DE PROCESAMIENTO:

- 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 to 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.*

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### Methods of Payment Available: (please select one)

Payment Office Hours = M-Th 8:15am-4:30pm; F 8:15am- 2:30 pm \*Closed for lunch from 12:30pm- 1:30pm

- In Person:** Cash, debit/credit, and/or checks are all being accepted in-person. \*Due to the pandemic, we kindly ask you make an appointment by emailing [info@labi.edu](mailto:info@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 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 \_\_\_\_\_