Contact LOMA:

General Phone: 770-984-3761

Website: www.loma.org

Email:

education@loma.org

Fax:

770-984-6415

How to Request Transcripts

Use this form to requests transcripts for academic use or for your personal information. Use a separate form for each request. The fee for each request is \$35.

Records preparation and mailing takes two to four weeks from receipt of your completed request.

- 1. Download this request form. You can fill it in on-screen and print it, or print it first and then complete it by hand.
- 2. In Section A, indicate the type of verification/transcript you need.
- 3. Fill out the required information for the type of transcript request you're making.
- For a copy of your transcript for your personal use, provide your student information.
- For academic evaluation by a school or professional program, provide both your student information and the mailing information for your academic or professional institution.

Note: Colleges require original documents to be sent directly from LOMA. A duplicate copy of the verification will be sent to you on the same day as confirmation that your request has been completed.

- 4. If this is an urgent request and requires express shipping, please choose that option and include the additional fee in your payment.
- 5. Fill in your method of payment and payment information.
- 6. Email or fax the completed application form and transcript to:

Email: education@loma.org

Fax: 770-984-6415

Additional Notes

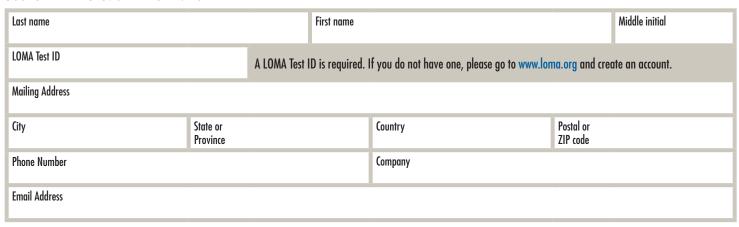
- Verification documents show only successfully completed courses and passing grades.
- Because transcripts contain numerical scores, they cannot be requested by an employer for company personnel records.
- You may fax your request to LOMA, but completed transcripts cannot be faxed to you or the person or agency specified in your request.



Section A — Transcript information

This transcript will be used for	Academic evaluation (school or professional programs)	O Personal information	ı
	Complete sections A, B, C, and D	Complete sections A, B, and D	ı

Section B — Student information



Section C — Request for academic use

Records and explanatory package are to be sent to:

School or Professional Program			Attn: (your advisor/evaluator)		
			Phone Number		
City	State or Province		Country	Postal or ZIP code	

Section D — Payment information

Calculate Total Fees Method of payment

Transcript Fee (per request)	\$35
Optional express shipping fee	\$35
Total Amount Due	

○ Visa	○ Mastercard	O AMEX	Expiration date	Security code
Card number				
Cardholde name	r			
Cardholde signature	r			

Return completed form by email or fax to: Fax: 770-984-6415 Email: education@loma.org