



Contact LOMA:

General Phone:

1-800-ASK-LOMA,
Option 1

1-800-275-5662,
Option 1

1-770-984-3761

Website:

www.loma.org

Email:

education@loma.org

How to Request Transcripts

Use this form to request transcripts for academic use or for your personal information. Use a separate form for each request. Requests may also be made directly through LOMA's learning system at www.loma.org. 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 onscreen 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. Return completed form by mail, fax or scanned email to:

Attn: LOMA
Academic Credit Coordinator
6190 Powers Ferry Road,
Suite 600
Atlanta, GA 30339-8443
USA

Fax: 770-984-6415

Email: education@loma.org

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.

Call the Registrar's Office at 770-984-3761 or email education@loma.org if you have any questions.



Section A — Transcript information

This transcript
will be used for

Academic evaluation (school or professional programs)
Complete sections A, B, C, and D

Transcript
is needed

With current grades
OR

Personal information
Complete sections A, B, and D

After this date Effective
date

Section B — Student information

Last name		First name		Middle initial
LOMA Test ID		A LOMA Test ID is required. If you do not have one, please go to www.loma.org and create an account.		
Mailing address			Home address	Work address
City	State or province	Country		Postal or ZIP code
Daytime phone	Birthdate (mm/dd)	Company		
Email address				

Section C — Request for academic use

Records and explanatory package are to be sent to

School or professional program		Attn: (your advisor/evaluator)		
Mailing address			Phone number	
City	State or province	Country		Postal or ZIP code

Section D — Payment information

Calculate total fees.

Choose method of payment.

Transcript fee (per request)	\$35
Optional express shipping fee	\$35
Total amount due	

Check	Money order	<i>Make check or money order payable to LOMA in U.S. funds.</i>		
Visa	Mastercard	AMEX	Expiration date	Security code
Card number				
Cardholder name				
Cardholder signature				

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Atlanta, GA 30339-8443 USA
Fax: 770-984-6415

[Print Form](#)