

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 request 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.



Request for Professional Education Transcript

Request Form

Section A — Transcript information

This transcript will be used for	<input type="radio"/> Academic evaluation (school or professional programs) <i>Complete sections A, B, C, and D</i>	<input type="radio"/> Personal information <i>Complete sections A, B, and D</i>
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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			
City	State or Province	Country	Postal or ZIP code
Phone Number	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

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

Method of payment

<input type="radio"/> Visa <input type="radio"/> Mastercard <input type="radio"/> AMEX	Expiration date	Security code
Card number		
Cardholder name		
Cardholder signature		

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