



LACM Registrar's Office

370 S. Fair Oaks Ave. Pasadena, CA 91105
626.568.8850 ext. 201 | registrar@lacm.edu

STUDENT RECORDS

Order Form

STUDENT INFORMATION

Last Name: _____ First Name: _____

Address: _____

Date of Birth: _____ E-mail: _____

Program:

- Diploma (4 quarters)
- A.A. Degree (6 quarters)
- BM. Degree (12 quarters)

Major:

- Bass
- Composing
- Drum
- Guitar
- Music Production
- Songwriting
- Vocal

Dates of Attendance:

Start _____

End _____

ORDER

I would like to order:

- Official Transcript . . . \$10.00/copy
- Enrollment Verification Letter. . . NO FEE
- Replacement of Diploma (original). . . \$25.00

PROCESSING TIME

Processing Time

- Standard — 3 business days. . . NO FEE
- Standard for Diploma Only — 5 business days. . . NO FEE
- Expedited — 1 business day. . . \$25.00 (on any order)

DELIVERY METHOD

- In-Person Pick-Up — held for 5 days . . . NO FEE
- U.S. first-class mail . . . NO FEE
- UPS to U.S. addressee . . . \$25.00
- UPS to international addressee . . . \$85.00

OFFICIAL TRANSCRIPT RECIPIENT

The Registrar's Office will mail the official transcript directly to the recipient. Send my official transcript to:

College/University: _____

Attention: _____

Address: _____

PAYMENT

- Cash** — *payment must be made in person at the LACM Billing Office*
- Credit Card**

Name on Credit Card: _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

I hereby authorize the LACM's Business Office to charge my credit card indicated in this form for the transcript fee. I understand that I will receive an electronic authorization confirmation and receipt via e-mail once the charge has been processed.

Signature: _____ Date: _____

Electronic Signature Agreement. By checking the box and typing in your signature above, you are signing this agreement electronically. You agree that the electronic signature is the legal equivalent of your manual signature on this agreement and you consent to be legally bound by this agreement terms and conditions.