



LOS ANGELES PACIFIC COLLEGE

Document Request

Please allow 5-7 business days for document processing.*

Documents will not be processed until a completed form and payment is received.

Request Date _____

Name _____

SS# or SEVIS ID# _____

Course of Study _____

Date of Birth _____

Program Start Date _____

Program Completion Date _____

Email _____

Address _____

Mobile # _____

Name of document, include date or period: Example: Academic Transcript, period of 9/30/2008 – 03/31/2009.

Briefly explain why you are requesting this document: Example: To submit to the USCIS for reinstatement.

Student Signature: _____ Date: _____

*** Document Fees:**

- Processing Fee = \$25+ (depending on document) per document;
 - Rush Fee (3 business days) = Additional \$25
 - Urgent Rush Fee (24 hours) = Additional \$100.
- All fees may vary and are subject to change.

****OFFICE USE ONLY****

Payment	Prepared by	Reviewed by
Document Fee \$ _____	Name: _____	Name: _____
Rush Fee, if applicable \$ _____	Signature: _____	Signature: _____
Total \$ _____	Date: _____	Date: _____