



Louisiana Professional Engineering and Land Surveying Board

Request for Academic Record (Transcript)

****This document may not be required. Please contact the university before mailing this form****

I am applying for certification or licensure with the Louisiana Professional Engineering and Land Surveying Board. In accordance with LAPELS rule 1701 C, "Applicants who have attended college shall have certified transcripts of all college work forwarded by the registrar of each college directly to the office of the board."

Two options to send your transcript(s): 1. Mail or 2. Electronically

- 1. I am requesting that the University send an official copy of my transcript, via mail, in a sealed envelope to: LAPELS, 9643 Brookline Avenue, Suite 121, Baton Rouge, LA 70809**
- 2. Electronic transcript verification service (example: "eSCRIP-SAFE") to: transcripts@lapels.com. Please do not email your transcript(s) directly to LAPELS. It must come from a transcript service.**

TO BE COMPLETED BY THE APPLICANT AND MAILED TO THE UNIVERSITY:

Name: SSN: Phone:

E-Mail: DOB:

Address:

City: State: Zip: Country:

Name of University:

Address of University:

City: State: Zip: Country:

Dates of Attendance: - Degree:

Date Degree Awarded: Major:

My fee for the transcript is enclosed (\$).

Signature: Date:

LAPELS does not mail this form for the applicant. It is the responsibility of the applicant to mail to the university.