LAKELAND UNIVERSITY

## Official Transcript Request Instructions

STEP1:   First, you will need to make sure that you have:

- A valid major credit card (issued under your name)
- Your **LUW Student ID Number** (not your LUJ Student ID Number)
- An email account
- Mailing address, or an email address where a PDF file can be sent

STEP 2: Open up the LUW website (http://www.lakeland.edu), go to the "ADMISSION AND AID", scroll down to the "REGISTRAR'S OFFICE" and click the "LEARN MORE", and then click "REQUEST TRANSCRIPTS" on the next page.
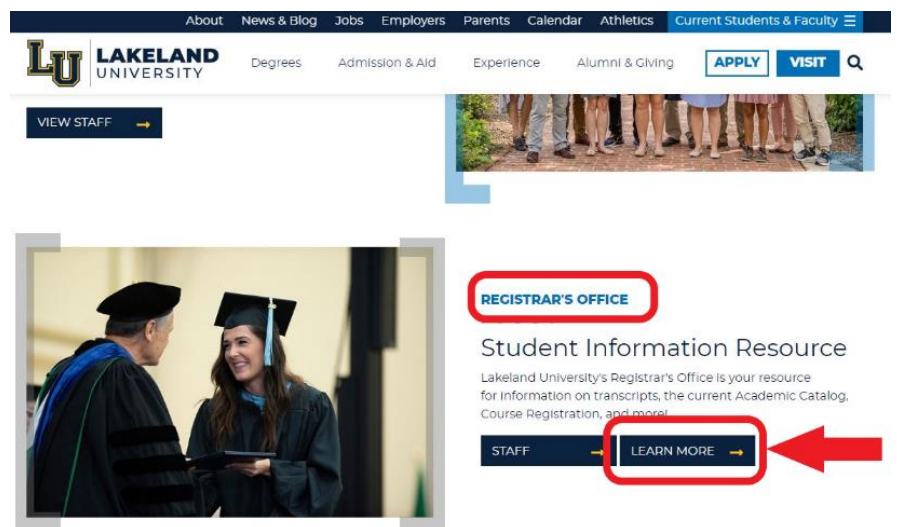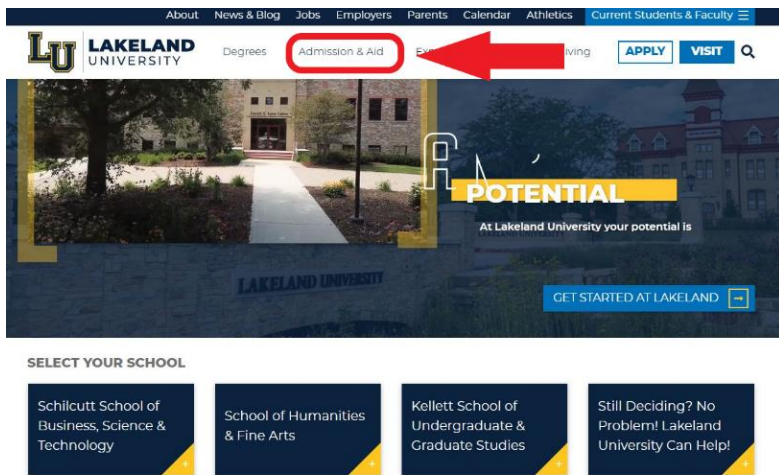
TRANSCRIPTS & DIPLOMAS

Order Online

You may request your official Lakeland University transcript online. The cost of an official transcript is $8 ($10 for a rush request) payable via credit card.

You can also order a replacement diploma and/or diploma cover. The cost is $25 per diploma or diploma cover, $50 for a diploma with a Lakeland University cover.

Please note that there may also be additional fees based on the delivery method chosen.

REQUEST TRANSCRIPTS → **ORDER DIPLOMA** →

STEP 3: You will be connected to "Transcript Ordering Center" web page. Enter "Lakeland University", and click "CONTINUE". Please take the time to read the instructions, and once you fully understand them, click the "ORDER TRANSCRIPT(S)" button shown below.

STEP 4: Areas that have the Student ID Number or Social Security Number (SSN) need to be entered as follows:

1. Input your **LUW** Student ID Number (not your LUJ Student ID Number)
2. Input your Social Security Number that was issued in the U.S. (Skip if you do not have SSN)

※ **Do not input your LUJ Student ID Number. If you do not know your LUW ID Number, contact the LUJ Student Affairs.**

STEP 5: Input your home address. If you approve Lakeland University utilizing this information to update their database, click the "YES". Otherwise, click "NO".

STEP 6:   Click the red "Who are you sending your transcript to?" section to select your desired recipient.

Select Transcript and Delivery Details

Recipient   All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?   ▼
Who are you sending your transcript to? is required

STEP 7:   Choose the country, location (state/territory/APO), and name of the desired recipient school.

*In the event your transcript needs to reach a specific school department, please specify.

Select Transcript and Delivery Details

Recipient   All fields required, unless otherwise indicated
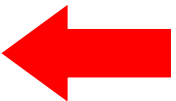
According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
College or University   ▼

Country	State/Territory/APO
United States ▼	Virginia ▼

Enter the school you are sending your transcript to
Virginia Tech

Department Name
(Optional)

STEP 8:   Please choose your processing details and delivery information. Additional attachments may be uploaded, but this is optional.

Select Transcript and Delivery Details
Recipient: VIRGINIA TECH

Processing Details All fields required, unless otherwise indicated

Which transcript do you want sent?
Current transcript

Why are you ordering your transcript?

Delivery Information

Please indicate if you would like standard or rush processing. For your school's definition of the delivery text below.

How would you like this to be processed?

How do you want your transcript sent?

Enter other required instructions only
(Optional)

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE +

Current transcript

After Degree Is Awarded

After Grades Are Posted

<u>After Degree is Awarded</u>:   Your transcript will be sent after you complete the degree program you indicate below you are working towards and your degree has been awarded.

<u>After Grades Are Posted</u>: Your transcript will be sent after you complete the term in which you indicate below you are currently enrolled and your grades have been posted.

How would you like this to be processed?
How would you like this to be processed? is required
How do you want your transcript sent?

Electronic

Express/International - $55.00

Hold for Pickup

Mail

Select either Electronic (PDF), Express/International (extra charge of $55) or Mail. **Do not choose "Hold for Pickup" because the transcript will be sent to LUW's office.**

Electronic (PDF): Make sure your transfer college accepts Electronic PDF transcripts before choosing this option, and click "YES" after reading the school's term and conditions.

How do you want your transcript sent?
Electronic

How many copies do you want?
1 copy = $8.00

Enter other required instructions only
(Optional)

School's Terms and Conditions:
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

I have read and accept my school's terms and conditions for the delivery method of Electronic?   YES   NO
Acceptance to the Terms and Conditions is required.

STEP 9: Provide recipient school's email address. Some university websites specify department's emails.

Provide Delivery Information
Recipient: VIRGINIA TECH

Recipient Delivery Information   All fields required, unless otherwise indicated

Recipient
VIRGINIA TECH

Recipient Email Address   Confirm Recipient Email Address

STEP 10: The checkout window will display the amount you will be charged. Click the edit button to review your previously input information; otherwise click "CHECKOUT".

Checkout

Pending Order Details

ADD RECIPIENT +

✎ Edit 🗑 Remove

Recipient: VIRGINIA TECH
Email: J@J.EDU

Total Fee for this Recipient:	$8.00
Processing Option:	Current transcript
Delivery Method:	Electronic ⓘ
Quantity:	1 copy
Transcript Quantity Fee:	$8.00

Total Fee for Order: $8.00

CANCEL ORDER   CHECKOUT >

Step 11: For verification purposes, an e-signature will need to be manually provided. Instructions for signing are displayed below:

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signat[ure]
download a signed copy of the consent form for your records prior to providing payment in the next step.

Desktop

Hold down the left button on your mouse and, using the mouse, sign your name in the signature box as you would with a pen.

Mac with Trackpad only: Hold down the options button on the keyboard, continue to hold down the options button while pressing your finger onto the trackpad, sign your name in the signature box while signing your name on your trackpad.

Mobile

Sign your name in the signature box using your finger as a stylus.

OK

Need Help Signing? ⓘ

Sign Here

Sign Here

Signature Date:

By submitting this signature, I, J J J, certify that I am the above-named student and my electronic signature provided on this form is authentic and has the same validity and legally binding effect as signing this consent form by my hand in ink.

CLEAR SIGNATURE   ACCEPT SIGNATURE

STEP 12: Input your credit card information to complete your transcript order.

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

VISA   MasterCard   [AMEX]   DISCOVER

Cardholder Name   Card Number   Security Code

Expiration Date

Month ▾   Year ▾

Do you want to use your contact address as your billing address?   YES   NO

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City   State/Territory/APO ▾

            Country
Zip/Postal Code   United States ▾

Selecting 'Submit Order' will transmit your payment information to First Data Corp, a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Total Fees for Order: $8.00