

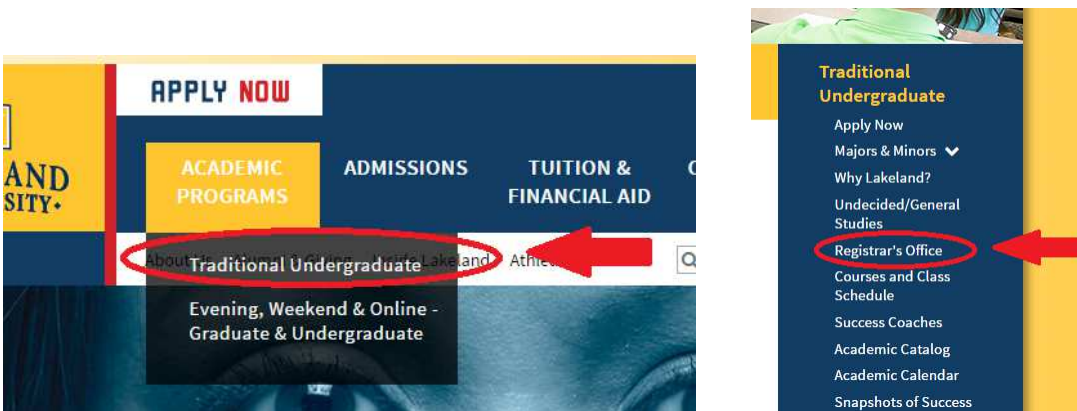


Official Transcript Request Instructions

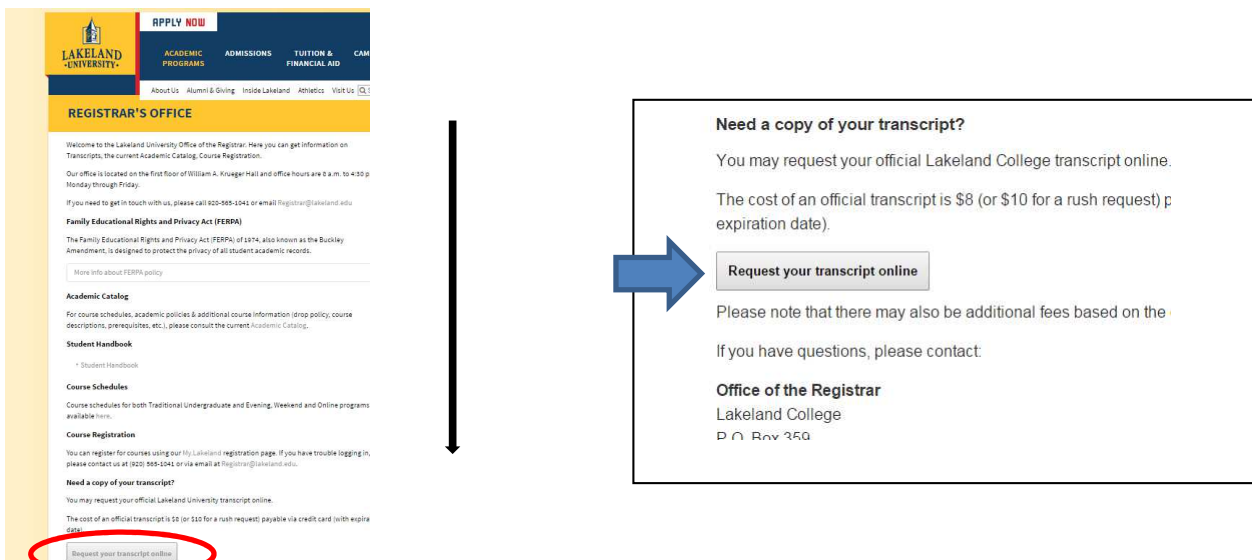
STEP 1: First, you will want to make sure that you have:

- 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

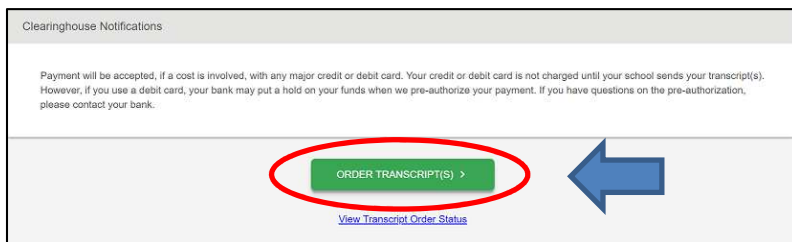
STEP 2: Open up the LUW website (<http://www.lakeland.edu>), go to the “ACADEMIC PROGRAMS” tab, go to the “Traditional Undergraduate” tab, and click on “Registrar’s Office.”



STEP 3 : On the “Registrar’s Office” page, scroll down to a small box saying “Request your transcript online,” and click this.



STEP 4: After clicking on the “Request your transcript online” box, you will be connected to a Lakeland University Welcome Center web page entitled “Transcript Ordering Center.” Please take the time to read the instructions, and once you fully understand them, click the “order transcript(s)” button shown below.



STEP 5: Areas that have the Student ID Number or Social Security Number (SSN) need to be inputted as the following.

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)

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name _____ Middle Name _____ Last Name _____
(Optional)

Date of Birth _____ Has your name changed since attending school? YES NO
MM/DD/YYYY

Student Identification Information One of the following is required

Student ID _____ Confirm Student ID _____

OR

Social Security Number _____ Confirm Social Security Number _____
XXX-XX-XXXX XXX-XX-XXXX

Are you currently enrolled? YES NO

CANCEL ORDER CONTINUE

Student ID _____ Confirm Student ID _____

OR

Social Security Number _____ Confirm Social Security Number _____
XXX-XX-XXXX XXX-XX-XXXX

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

STEP 6: Input your home address. If you approve of Lakeland University utilizing this information to update their database, click the “yes” option. Otherwise, click “no”.

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

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

City State/Territory/APO

Zip/Postal Code Country
United States


Email Confirm Email

Phone Number
(xxx) xxx-xxxx

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#)

YES NO

Allow the school to use this information to update their records? YES NO




STEP 7: 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 8: 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
United States

State/Territory/APO
Virginia

Enter the school you are sending your transcript to
Virginia Tech

Department Name
(Optional)



STEP 9: 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

After Degree is Awarded : If you choose to have your degree information on your transcript, then choose this option (this process will take some time to complete the transcript after graduation). **[Note] Any orders made 3 weeks prior to your graduation date will be cancelled.**

After Grades Are Posted : This option allows your final grades for the term to be posted on your transcript, but this process may take some time to process. **[Note] Any orders made 3 weeks prior to the end of term will be cancelled.**

How would you like this to be processed?
How would you like this to be processed? is required

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 LIU'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?
Acceptance to the Terms and Conditions is required.

YES 



STEP 10: Provide recipient school's e-mail address. Some university websites specify department e-mails.

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 11: 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 

Step 12: 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 signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

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 SIGNATUREACCEPT SIGNATURE

 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

STEP 13: Credit card information input for your transcript order (final step of order process).

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:



Cardholder Name _____	Card Number _____	Security Code _____
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Expiration Date

Month _____	Year _____
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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 _____	
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Zip/Postal Code _____	Country United States _____	
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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