

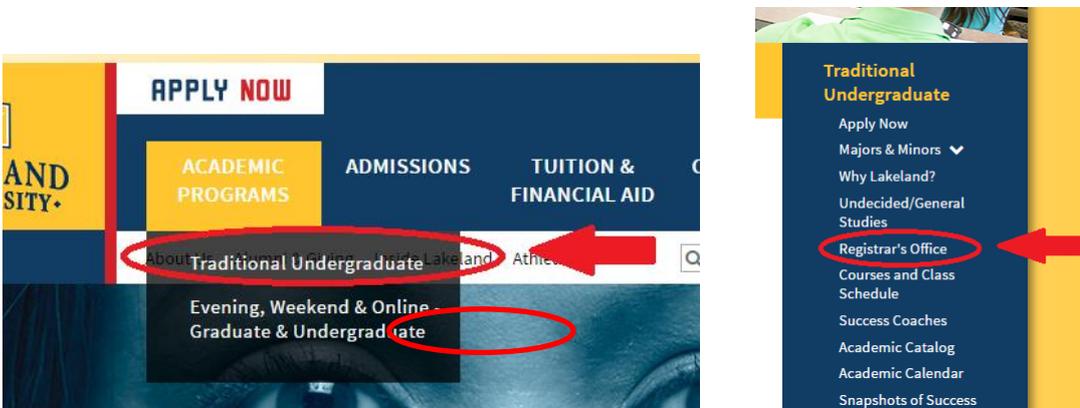


## Official Transcript Request Instructions

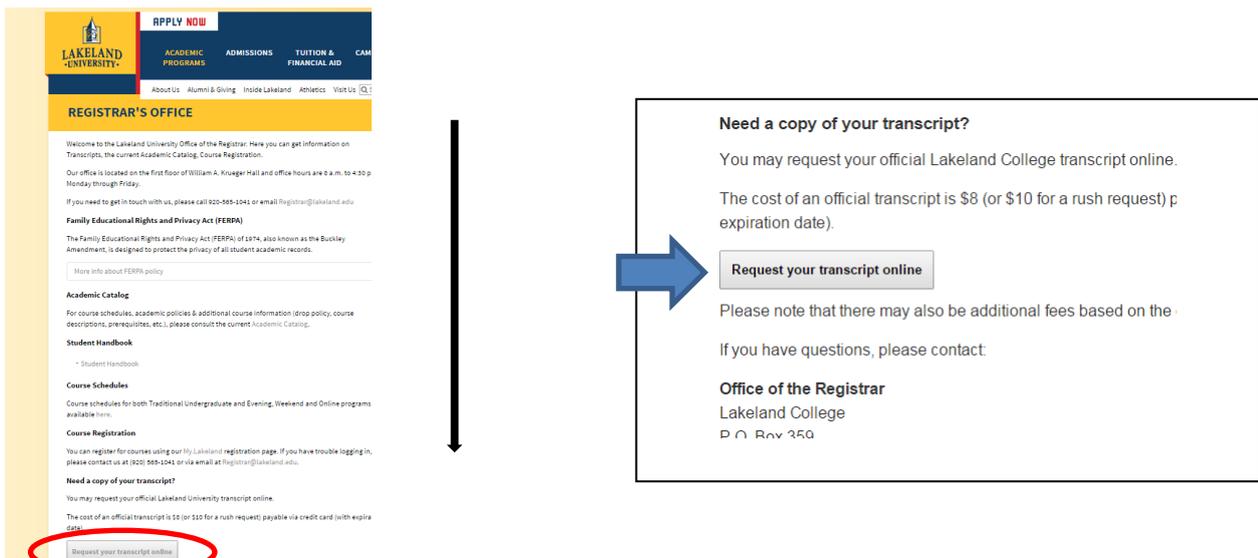
STEP 1: First, you will want to make sure that you have:

- 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

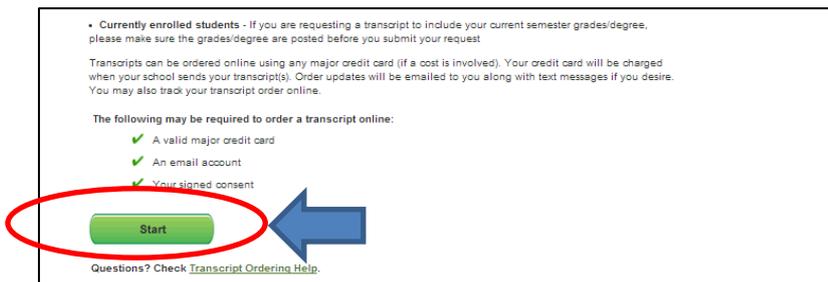
STEP 2: Open up the LUW website (<http://www.lakeland.edu>), go to the “ACADEMIC PROGRAMS” tab, go to the “Traditional Undergraduate” tab, and click on “Registrar’s Office.”



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



STEP 4: After clicking on the “Request your transcript online” box, you will be connected to a Lakeland College Welcome Center web page stating “Welcome to Transcript Ordering.” Please take the time to read the instructions, and once you fully understand it, click the start tab.



STEP 5: **Items marked with \* are required.** 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)

STEP 6: Input your home address. If you are currently enrolled at Lakeland University Japan or Lakeland University Wisconsin, click “Yes.” If you do not apply for the two options, click “No.”

1. Enter Personal Info      2. Select Recipient      3. Enter Recipient Details

is marked with \* are required.

### ADDITIONAL CONTACT INFORMATION

Your school would like you to provide the following additional contact information to assist them in fulfilling your request.

**Address 1:** \*

**Address 2:**

**City:** \*

**State/Province/Region:** \*

**ZIP/Postal Code:** \*  If the address is outside the US, US territories, or Canada, select 'International'. If no ZIP or Postal Code is required, enter 'N/A'.

**Country:** \*

I authorize my school to update its records using the address and contact information for my school.

### ENROLLMENT/DEGREE INFORMATION

**Are You Currently Enrolled at Lakeland College? \***       Yes     No

### ENROLLMENT/DEGREE INFORMATION

**Are You Currently Enrolled at Lakeland College? \***       Yes     No

**Approximate Years of Attendance at Lakeland College:**      **Begin Year (yyyy)**       **End Year (yyyy)**

Cancel Order

If you click “No,” this option will appear.

STEP 7: Read carefully, and click the options of your choice.

### SELECT A RECIPIENT TYPE

**Who will be the recipient of your transcript? \***

- College or university**  
I want my transcript to be sent to a college or university.
- Educational organization (other than a school)**  
I want my transcript to be sent to an educational organization such as LSAC or AMCAS.
- Business or individual (other than myself)**  
I want my transcript to be sent to a business or individual.
- Me**  
I want my transcript to be sent to me or to pick it up in person.

### FERPA COMPLIANCE

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 education records. To determine whether and what type of a consent form is required, please answer the following question.

**Who is the intended recipient of your transcript? \***

- Select
- Select
- Me
- School where I intend to apply or enroll
- Other

STEP 8: Choose the state that the college of your choice is located, and choose the name of the school. Then choose the purpose for your transcript.

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.**

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.**

Electronic PDF: Make sure your transfer college accepts Electronic PDF transcript before choosing this option. Double-check your email address for mistakes.

STEP 9: Final verification page before your order is complete.

1. Enter Personal Info   2. Select Recipient   3. Enter Recipient Details   4. Review Order   5. Enter Credit Card   6. Sign Consent

**Verify your transcript order information before continuing.**

To edit your order, select the name of the recipient. To add another recipient, select "Add."  
(IMPORTANT: Do not use your browser's back button to add/edit a recipient.)

Remove	Recipient (Add)	Processing Option	Delivery Method (?)	Quantity	Total Fee
Remove	ILISAGVIK COLLEGE	Now	Mail	1 copy = \$8.00	\$8.00
Total Fee for This Order					\$8.00

REQUEST ORDER UPDATES VIA TEXT

Yes, please send me transcript order updates via text message to the following number.  
(Carrier message and data rates may apply)

Mobile Phone Number:  000-000-0000

Mobile Phone Carrier:  Select

STEP 10: Credit card information input for your transcript order.

NATIONAL STUDENT CLEARINGHOUSE Transcript Ordering

**Review Your Order**

Order Number: 15815781  
Total Amount: USD 8.00

[Return to Transcript Ordering](#)

This is your order number and your total amount.

**Pay With Your Credit Card**

Cardholder Name:

Credit Card Number:

Expiration Date (MMYY):

Security Code:

Billing Address:

STEP 11: Click on "Sign Paperless Consent Form."

✂ You have to agree to the University to release your personal information. Otherwise the registrar at LUW cannot issue your official transcript.

Transcript Ordering Center   LAKELAND COLLEGE

Accessibility   Help   Log Out

Enter Personal Info   Select Recipient   Enter Recipient Details   Review Order   Enter Payment Info   Sign Consent

Authorization for Release of Educational Records Information for [REDACTED]

**Important Information**

A signed consent form is required to release your transcript. If we do not receive your consent form within 30 calendar days from the date you submitted your request, your order will be canceled and you will not be charged.

Sign Consent Form

Your transcript request (order number 20074459) has been received by the National Student Clearinghouse. Your transcript(s) cannot be sent by your school until National Student Clearinghouse receives your signed consent form. To expedite your transcript delivery, you can use the "Sign Paperless Consent Form" option. If you choose "Print Consent Form" option, please sign by hand and date a printed copy of the consent form and return it to us. We will accept a scan of your signed consent form as an email attachment.

In order to download the Paper Consent form, you may need the latest versions of Adobe Reader.

What do I do if I don't have a printer? [Help](#)

[Back to Top](#)

STEP 12: Using the cursor, draw your signature in the box shown below. Do not forget to check the check-box for the final consent, and click the "Submit" button to complete the process.

**Transcript Ordering Center**  **LAKELAND COLLEGE**

[Accessibility](#) [Help](#) [Log Out](#)

---

**Transcript Order Number:**

---

**Consent to Release Information from Education Records**  
**Only the student him/herself may sign this form**

The undersigned individual authorizes  
**Lakeland College**  
to release the official transcript of his/her education record to the individuals and/or organizations listed below and agrees to the charges on his/her credit or debit card resulting from this order (which will appear on his/her credit or debit card statement as "College Transcript").

Student Name:

Authorized for Order Number:

Student Signature

Date

**Self-certification Statement**  
 By checking this box, I,  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.

[exit](#)

In order to complete your transcript order, you must electronically sign this consent form. When we receive your consent form, National Student Clearinghouse will send you a notification (via email or text, depending on what you selected as your preference) once the consent form has been