

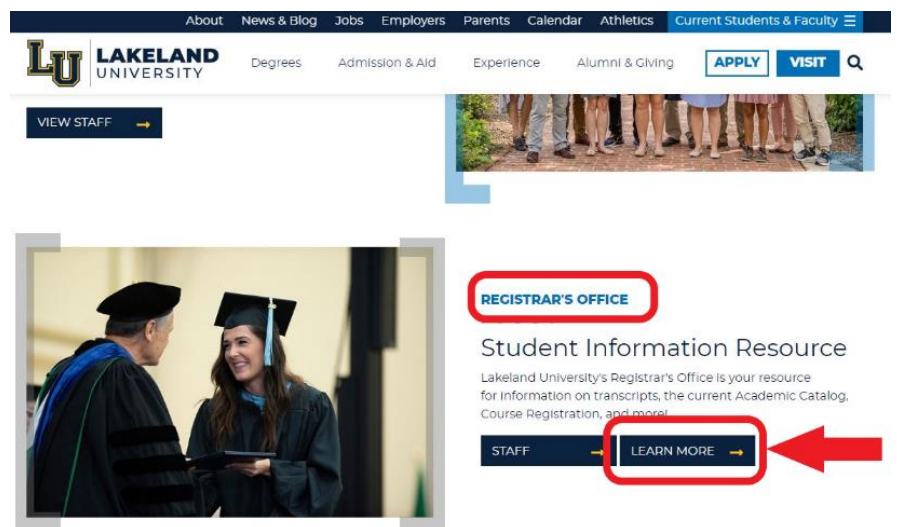
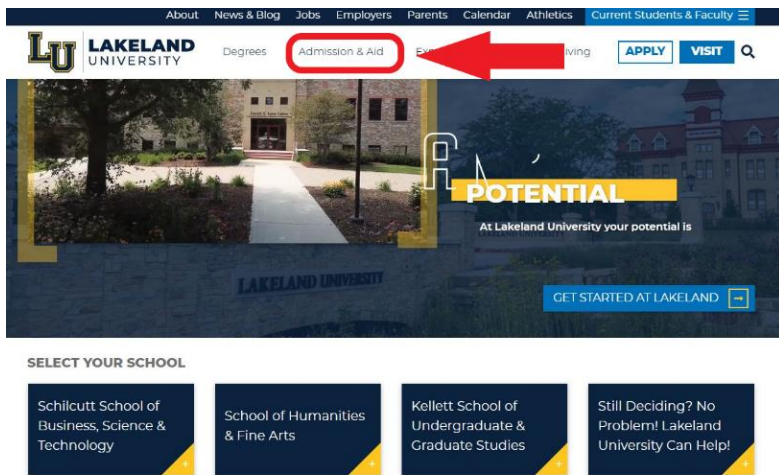


Official Transcript Request Instructions

STEP 1: 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.

Transcript Ordering Center NATIONAL STUDENT CLEARINGHOUSE Help

System Messages

Important Information: Please be advised there may be delays or disruptions in processing transcript requests for institutions located in Puerto Rico due to the recent earthquakes there. Please check the school's website for closure information.

Order a Transcript

Enter the school you want to request your transcript from
Lakeland University

CONTINUE >

System Messages

Important Information: Please be advised there may be delays or disruptions in processing transcript requests for institutions located in Puerto Rico due to the recent earthquakes there. Please check the school's website for closure information.

School Notifications

LAKELAND UNIVERSITY-WISCONSIN features secure electronic delivery of official academic transcripts. This is the preferred method of delivery as it is the **fastest & most secure delivery method!** For institutions participating in Electronic Transcript Exchange (ETX), the default delivery option will appear as "Send Electronically to US College or Agency". These institutions have agreed in advance to exchange transcripts electronically.

For all other recipients not in the list, the "Electronic PDF Delivery" option may be selected after verifying that your recipient will accept this form of delivery. In both cases, these transcripts will be ready for secure pickup by your recipient within 24 hours on normal business days.

Important items before placing your transcript order:

- **Electronic Orders** - Students with a last enrollment prior to August, 1990 do not have an electronic record. These transcripts can only be processed and mailed through the US Postal Service.
- **Paper/Mail Delivery** - Transcripts will be processed and sent within one (1) week after the request is received.
- **Additional Documents** - Ordering online enables you to upload required documents to accompany your transcript (e.g. LSAT, AMCAS, and/or scholarship forms). You will be presented with the upload option when placing your order.
- **Currently enrolled students** - If you are requesting a transcript to include your current and/or future semester grades/degree, please ensure the grades/degree have been posted before you submit your request.

Need help?

- If you are using Internet Explorer and experience difficulty accessing the request page, please try again using a different web browser.
- If you need help retrieving your transcript or have questions, click the transcript ordering help link at the bottom of the page, call the Clearinghouse at (703) 742-4200, or e-mail [transcripts](#).

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

ORDER TRANSCRIPT(S) >

[View Transcript Request Details](#)

National Student Clearinghouse
2300 Dulles Station Blvd., Suite 220
Herndon, VA 20171

Contact Us | Terms of Use and Privacy Policy | ©2020 National Student Clearinghouse | All Rights Reserved.

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)

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

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 _____
Dashes are not allowed Dashes are not allowed
OR

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

Are you currently enrolled at Lakeland University? YES NO

CANCEL ORDER CONTINUE

Student Identification Information One of the following is required

Student ID _____ Confirm Student ID _____
Dashes are not allowed Dashes are not allowed
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 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”.

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

Enter Personal Information

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


CANCEL ORDER CONTINUE

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

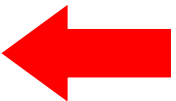
According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to?
College or University 

Country  United States State/Territory/APO  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

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

After Grades Are Posted: Your transcript will be sent after you complete the terminwhich 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

Use the dropdown menu to select your transcript type.

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?
Acceptance to the Terms and Conditions is required.

YES NO



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 signature, then 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:

 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.





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.

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

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Cardholder Name Card Number Security Code

Expiration Date

Month Year

Do you want to use your contact address as your billing address?

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

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