

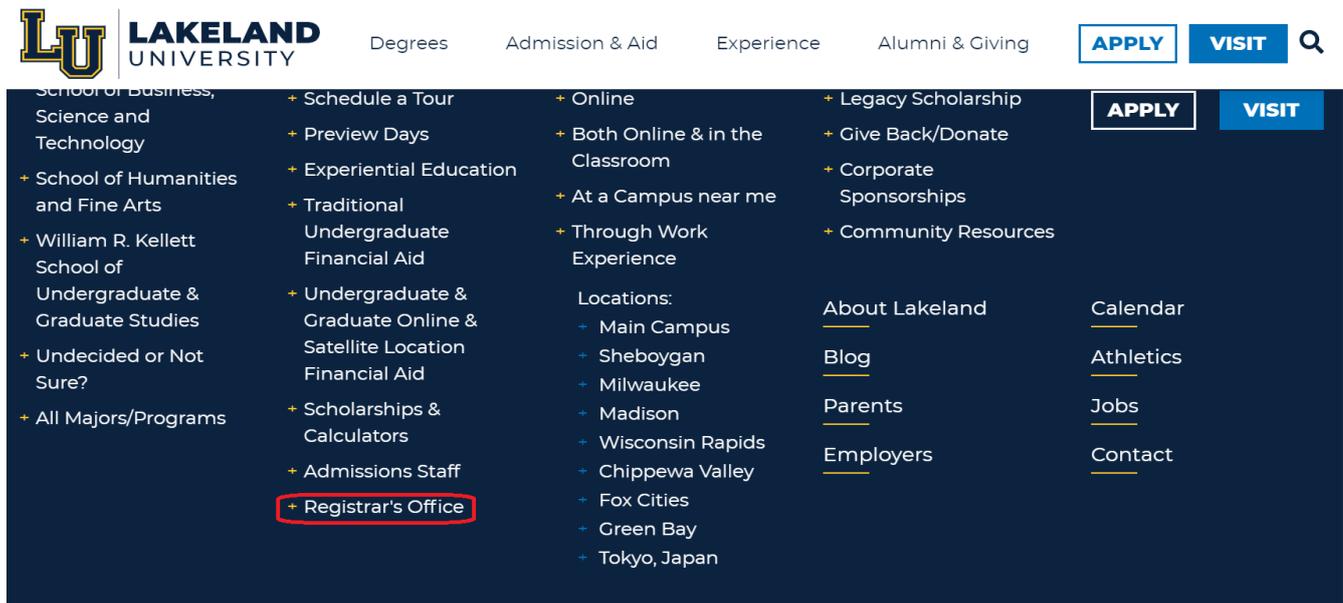


## Official Transcript Request Instructions

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

- A valid major credit card (issued under your name)
- An email account
- Name of institution for transcript to be sent to

STEP 2: Open up the LUW website (<http://www.lakeland.edu>), scroll to the bottom of the page and click on “Registrar’s Office.”



STEP 3: On the “Registrar’s Office” page, scroll down the page until you reach a box on the bottom right side stating “REQUEST TRANSCRIPTS,” and click on the box.



### REGISTER

#### Courses & Catalogs

Students can register for courses using the myLakeland registration page. If you have trouble logging in, please contact us at 920-565-1041 or via email at [Registrar@lakeland.edu](mailto:Registrar@lakeland.edu)

For course schedules, academic policies, and additional course information (drop policy, course descriptions, prerequisites, etc.), please consult the current catalogs.

[MY.LAKELAND](#) →

[ACADEMIC CATALOG](#) →



### TRANSCRIPTS & DIPLOMAS

#### Order Online

To place an official transcript order click here. This will take you to the Parchment order site.

You can send electronic official transcripts to a school, employer, other third party organization (some via transcript network exchange) or individual recipient with a valid email address.

Electronic transcripts is the fastest way to get your credentials sent, but paper, mailed versions are also available.

[REQUEST TRANSCRIPTS](#) →

[ORDER DIPLOMA](#) →

STEP 4: After clicking on the "REQUEST TRANSCRIPTS" box, you will be taken to the parchment registration page. Click on the "New Learner Account" button and fill in your personal information.

Existing User Account OR **New Learner Account** OR New Third Party Account

I have an existing learner or third party account with Parchment. I am a student or parent in need of a Parchment learner account. I am an administrator or third party ordering on behalf of a student.

A message from Lakeland University

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above.

First Name Middle Name Last Name

I would like to add a maiden name or variation to help match the credential I'm ordering

Date of Birth Gender (Optional) Start Year Last Year Attended

Highest Level of Education

SSN (Last 4 digits)  I do not have a Social Security Number

Email Password (Must be at least 7 Characters) Re-type Password

\*take note that in the event you are not a U.S. citizen, you do not have a social security number, and therefore will need to click on the box above stating so.

STEP 5: You will be brought to a page stating that a verification code was sent to your e-mail. Fill in this code to continue.

Nearly There.

We emailed a verification code to [redacted]

Please enter the code below

Confirmation Code SUBMIT

Please check your spam folder if you don't see the email. Having trouble?  
[Re-send My Verification Email](#) | [Start Over](#)

STEP 6: Upon providing the confirmation code or simply clicking the link provided in your e-mail, you will be brought to this page informing you of your order options. Click on the “Order” button to continue.

Available Credentials CANCEL X

The following credentials are available from Lakeland University. Start your order by selecting a credential listed below (you can add more later)

**TRANSCRIPT**  
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year. Order

Set Delivery Destination CANCEL X

Your order will be sent from Lakeland University to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

[I'm sending to myself or another individual](#)

The following page will request that you provide the name of the institution you desire your transcript to be sent to. **\*sending your transcript directly to an institution is highly advised as, in the event you send it to yourself and open it, the institution most likely will not accept it.**

STEP 7: This page will state your order information thus far. Read it through for accuracy and go back if any mistakes are noticed. If you would like your transcript sent at the time of ordering, leave the section below surrounded with red as “Send Now”; however, if you want your transcript to be sent following your graduation, click on this section and select “Hold for Degree”.

Item Details CANCEL X

**TRANSCRIPT**  
Transcript  
For: [Redacted]  
Date of Birth: [Redacted]  
Last 4 SSN: [Redacted]

**FROM**  
Lakeland University  
Plymouth, WI

**TO**  
[Redacted]

Delivery Method: **Electronic**

Credential Fee	\$12.00
Item Total	\$12.00

**When do you want this sent?**  
Send Now

Would you like to add an attachment file? (optional) Info Add An Attachment

\* Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X \_\_\_\_\_

Type full name as signed above

* First Name	Middle Name	* Last Name
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\*  I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE

\* All items marked with a red asterisk are required to submit this form.

Your consent is also required for completing this transaction, so use your mouse (pc) or finger (phone) in order to complete the signature section. Continue to fill in the sections with a red asterisk (\*) and click continue.

STEP 8: Once again, you will be brought to a page displaying what you have requested, but this time displaying the cost. Once again, read this through, and if everything looks fine, click continue.

< BACK
Order Summary
CANCEL ✕

i Your order has not been placed yet. Please review and complete the order below  
 Here's your order summary Jarvis

Collapse All

FOR	<span style="background-color: black; color: black;">[REDACTED]</span>	1	\$12.00	▲
ITEM	Transcript		\$12.00	
FROM	Lakeland University			
TO	<span style="background-color: black; color: black;">[REDACTED]</span>			

+ Add another item for Jarvis Carreker

Total Credential Fees    \$12.00

Order Total                \$12.00

CONTINUE

Payment will be collected through Parchment's secure payment gateway upon order completion. Parchment adheres the highest level of PCI compliance and never stores your credit card information. You will redirect to a secure payment screen.

STEP 9: Fill in all sections on this page including a red asterisk (\*) and click the "Submit Payment" button in order to complete your transaction.

Payment Information		
Enter first and last name as it appears on credit card		
* Jarvis	Carreker	
* Credit Card Number		
* Exp Month	* Exp Year	* CVV
		<b>Order Total: \$12.00</b> \$12.00 will be charged to this card.
* Phone		
Billing Address		<a href="#">Use different billing address</a>
* Country		
* Address 1		
Address 2		
* City	State/Province	* Postal Code
<b>Submit Payment</b>		
* All items marked with a red asterisk are required to submit this form.		