Requesting an Official Transcript for Affiliated Off-Campus Programs

Ordering a transcript for an Off-Campus Program is easy, and, if you are applying for an affiliated Off-Campus Program, there is no charge. Simply follow the five easy steps outlined below. Once your transcript is requested, it will be sent to Lezlie Weber, Director of Off-Campus Programs, at International House to be enclosed with your application.

**Note:** If you are requesting your transcript for a program with an *early application deadline* (for example, Japan Study, Associated Colleges in China, Oxford University through Arcadia, or Earth and Environment in Italy), you should send an email to the Registrar’s office ([Registrar@lawrence.edu](mailto:Registrar@lawrence.edu)) or stop in the Registrar’s office in Brokaw to let them know that your transcript needs to be sent to the Off-Campus Programs office by this earlier deadline.

**Requesting a Transcript in Voyager**

To request a transcript, complete the following steps:

1) Log on to [Voyager](https://lawrenceweb.lawrence.edu/pls/oyager/oyorer.p_og_transcript_address).
   a. Click on *Student Services*
   b. Click on *Academic Resources & Services*
   c. Click Order *Official Academic Transcript*
   d. From the *Issue To* dropdown, select “Other. Information will be entered next screen”
   e. Click *Continue*

2) Complete the *Send Transcript To* page by filling in the fields as follows:
   a. **Issued To:** Type in the name of the OCP program (example: *ACM India*)
   b. **Street Line 1:** Type “*Off-Campus Programs*”
   c. **City:** Type “*Appleton*”
   d. **State:** Type “*Wisconsin*”
3) Complete the Transcript Printing and Delivery page by completing the fields as follows:
   a. **Number of copies** – Select “1.” Note: You do NOT need to request two transcripts for one application. The transcript will be used first for on-campus application review purposes and then will be sent on with your program application materials for the program’s final application review. Only one transcript is needed.
   b. **Print Transcript** – Select one of the two options below, depending on your situation:
      i. “As soon as possible” – Most students select this option.
      ii. “Hold for current term grades” – Choose this if you are requesting the transcript but need it to be sent AFTER the current term’s grades are included.
   c. **Delivery Method** – Select “LU off-campus prog”
4) Review the information on your transcript request.

5) Click **Submit Request** to send the order.

6) You will receive a confirmation email when the transcript is sent to the Off-Campus Programs office.

If you have any questions, please contact the Off-Campus Programs office at offcampusprograms@lawrence.edu.