

## Requesting an Official Transcript for Affiliated Off-Campus Programs

There is no charge for requesting an official transcript when applying for an affiliated Off-Campus Program. The transcript will be sent to Laura Zuege in the International House to be enclosed with your application.

In your Voyager account, go to:

Student Services

Academic Resources & Services

Order Official Academic Transcript

1) Select "other" and continue

Order an Official Transcript

Welcome to the Lawrence University Academic Transcript Order System. Over the next few screens you will be prompted for information about your order. You will receive an e-mail confirming your order and another e-mail when your order is shipped. You can also view the status of this order and previous orders by selecting View Transcript Orders from the Voyager menu.

**Transcript orders are processed during regular business hours, Monday through Friday, when the University is open.** Please allow 2-3 business days and a week or more at peak times (end of term sessions, January, and June) for your order to be processed before it is shipped. Requests are filled in the order in which they are completed.

**IMPORTANT: Do not use your browser's back arrow feature until your transaction is complete.** You will have an opportunity to correct your order before you submit it.

**A transcript issued to you will be marked 'Issued to Student' and sent directly to you.** Transcripts issued to you may not be accepted by others as official. A transcript issued to another person or organization will be sent directly to that person or organization.

Issue To: Other. Information will be entered next screen. ▾  
Self  
Other. Information will be entered next screen.

Continue

2) Complete the request page as follows:

**Issued To:** Type in the name of the program (example: *ACM India*)

**Street Line 1:** Type “*Off-Campus Programs*”

**City:** Type “*Appleton*”

**State:** Type “*Wisconsin*”

**Zip:** Type “*54911*”

**Nation:** Select “*United States*”

**Notification Email:** type in your email address

**Confirm Notification Email:** re-type your email address

https://bannerweb.lawrence.edu/pls/voyager/zwskvtrr.p\_disp\_transcript\_request\_type

LAWRENCE VOYAGER

Personal Information Alumni Student Services Employee Services Surveys Student Academic Services Menu General Information About Students

Send Transcript To:

\* indicates required field

Issued To: *	<input type="text" value="YourProgramName"/>
Street Line 1: *	<input type="text" value="Off-Campus Programs"/>
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>
City: *	<input type="text" value="Appleton"/>
State or Province: * (States listed first)	<input type="text" value="Wisconsin"/>
Zip or Postal Code:	<input type="text" value="54911"/>
Nation: *	<input type="text" value="United States"/>

Please indicate the e-mail address where we can reach you if we have questions and send you notification of your order:

Notification Email: *	<input type="text" value="youremail@lawrence.edu"/>
Confirm Notification Email: *	<input type="text" value="youremail@lawrence.edu"/>

Continue

3) Complete the request page as follows:

**Number of copies:** You do NOT need to request two transcripts for one application. The transcript will be used first for the on-campus application review and will be sent on with your program application materials for the program's final application review.

**Print Transcript:** Most students will select '*as soon as possible.*' You can select '*hold for current term grades*' if you are requesting the transcript but need it to be sent after the current term's grades are included.

**Delivery Method:** *LU off-campus prog* (This is **VERY** important!)

The screenshot shows a web browser window with the URL [https://bannerweb.lawrence.edu/pls/voyager/zvskwtrr.p\\_disp\\_transcript\\_request\\_data](https://bannerweb.lawrence.edu/pls/voyager/zvskwtrr.p_disp_transcript_request_data). The page header includes the Lawrence Voyager logo and a navigation menu with links for Personal Information, Alumni, Student Services, Employee Services, Surveys, Student Academic Services Menu, and General Information About Students. On the right side of the header, there are links for SITE MAP, HELP, and LOGOUT. The main heading of the page is "Transcript Printing and Delivery". Below the heading, there is a paragraph stating: "There is a \$5.00 charge for each transcript which includes standard delivery by the U.S. Postal Service. Transcripts are processed after payment is received. Please allow 2-3 business days for processing your order, and a week or more during peak times (after a term ends, after graduation in January and June). Current Students: Transcript requests made after 5:00 p.m. on the last day of classes will be held until grade processing for the term is completed." Below this text is a form with three fields: "Number of Copies (Up to 5):" with a text input containing the number "1"; "Print Transcript:" with a dropdown menu set to "As soon as possible"; and "Delivery Method:" with a dropdown menu set to "LU off-campus prog (\$0)". At the bottom of the form is a "Continue" button.

Transcript Printing and Delivery

There is a \$5.00 charge for each transcript which includes standard delivery by the U.S. Postal Service.

Transcripts are processed after payment is received. Please allow 2-3 business days for processing your order, and a week or more during peak times (after a term ends, after graduation in January and June).

**Current Students:** Transcript requests made after 5:00 p.m. on the last day of classes will be held until grade processing for the term is completed.

Number of Copies (Up to 5): 1

Print Transcript: As soon as possible

Delivery Method: LU off-campus prog (\$0)

Continue

4) Review the information on your transcript request. Be sure to 'Submit Request' to send the order.

Transcript Order

Please review your order carefully for accuracy, then correct or submit your request using the action buttons below.

If you have elected to pay by credit card, the session will be transferred to CashNet for payment when you submit your order. Please be patient while the transfer is made and do not exit your browser window until your transaction is complete.

Please allow 2-3 business days and a week or more at peak times (end of term sessions, January, and June) for your order to be processed before it is shipped. **Current Students** -- Transcript requests made after the last day of classes will be held until grading and the academic action review for the term are complete.

The status of your order can be viewed in Voyager. You will be notified by e-mail when your order is shipped.

**WARNING:** You have indicated your transcript is for an affiliated off-campus program. It will be sent to the Off-Campus Program Office. Please be sure the 'Issued to:' field below indicates the specific program to which you will apply (example, ACM Tanzania). Scroll to the bottom of the page to submit or edit your request through the 'change the order' tab.

Issued to:	YourProgramName
Street:	Off-Campus Programs
City:	Appleton
State or Province:	Wisconsin
Zip or Postal Code:	54911
Nation:	United States
Copies Ordered:	1
Delivery Method:	LU off-campus prog (\$0)
Transcript Fee:	No charge
Shipping/Processing Charge:	
Order Total:	No charge
Print Transcript:	As soon as possible
Your E-Mail Address:	youremail@lawrence.edu

[Submit Request](#) | [Change the Order](#)

5) If you are requesting your transcript for a program with an early application deadline (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.

6) You will receive confirmation by e-mail when the transcript is sent to the Off-Campus Programs office.