



オフィシャル・トランスクリプトのオーダー方法

STEP1: まず、下記のものが必要となるので確認。

- 本人名義のクレジットカード
- 自分の email アドレス
- 送付希望先の情報

STEP 2: LUW のウェブサイト (<http://www.lakeland.edu>)の一番下までスクロールし、“Registrar’s Office”をクリックする。

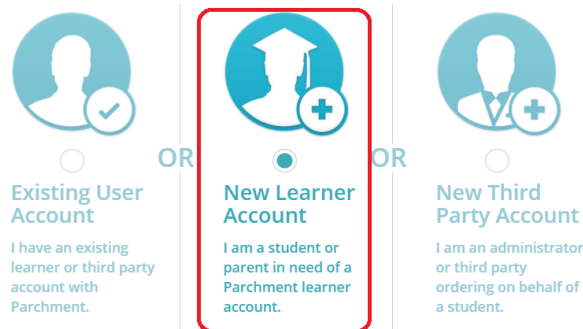
The screenshot shows the Lakeland University website navigation menu. The 'Registrar's Office' link is highlighted with a red box. The menu includes links for Degrees, Admission & Aid, Experience, Alumni & Giving, and buttons for APPLY and VISIT. The Registrar's Office link is located under the 'Registrar's Office' section.

STEP 3: “Registrar’s Office”のページをスクロールし、右下にある“REQUEST TRANSCRIPTS”をクリックする。

The screenshot shows the Registrar's Office page. The 'Courses & Catalogs' section is visible, with a yellow background. The text reads: "Students can register for courses using the my.Lakeland registration page. If you have trouble logging in, please contact us at 920-565-1041 or via email at Registrar@lakeland.edu. For course schedules, academic policies, and additional course information (drop policy, course descriptions, prerequisites, etc.), please consult the current catalogs." Below the text are two buttons: "MY.LAKELAND" and "ACADEMIC CATALOG".

The screenshot shows the Registrar's Office page. The 'TRANSCRIPTS & DIPLOMAS' section is visible, with a white background. The text reads: "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." Below the text are two buttons: "REQUEST TRANSCRIPTS" and "ORDER DIPLOMA".

STEP 4: Parchment registration のページが表示されるので、“New Learner Account”のボタンをクリックし、自身の情報を入力する。



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: MM DD YYYY Gender (Optional): Gender Start Year: YYYY Last Year Attended: YYYY

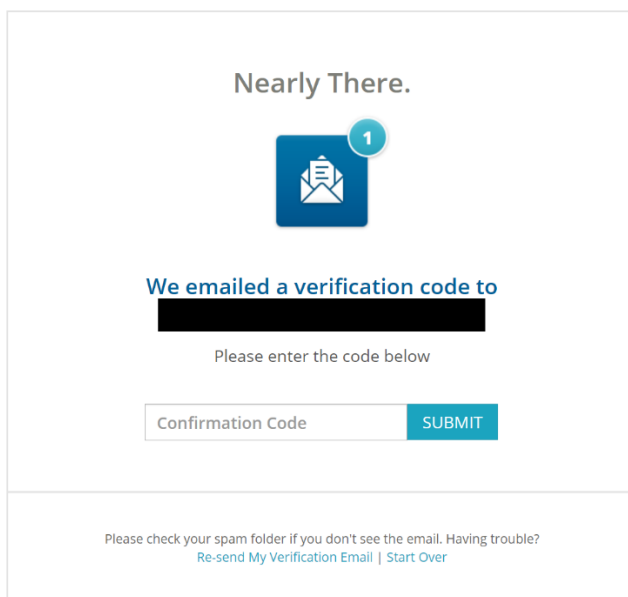
Highest Level of Education: None selected

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

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


*注: 米国市民権を持っていない場合は social security number はないので、右の「I do not have a Social Security Number」のボックスをクリックする。


STEP 5: 次のページで、verification code が email に送られたことが表示される。メールに送られてきた code を入力して、次へ進む。



STEP 6: Code を入力、またはメールにあるリンクをクリックすると、以下の画面に切り替わる。
「Order」ボタンをクリックして、次へ。

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

BACK Set Delivery Destination CANCEL X

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

Search

OR


 I'm sending to myself or another individual ?


次のページで、transcript の送付先を求められる。


*本人を送付先にして開封してしまった場合、提出が受け付けられないことも多いため、提出先の機関を直接指定するようお勧めします。


STEP 7: 次のページで入力情報を確認する。よく読んで、間違いがあれば戻って修正する。オーダー時点の transcript が必要な場合は、赤枠で囲んだ“Send Now”の箇所はそのまま。卒業後の transcript が必要な場合は、クリックして“Hold for Degree”を選択する。

BACK Item Details CANCEL X

 **Transcript**
For: ██████████
Date of Birth: ██████████
Last 4 SSN: ██████████


 **FROM**
Lakeland University
Plymouth, WI

 **TO**
██████████

 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) ? 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.

オーダー前に本人の署名が求められる。枠の中に、マウス(PCの場合)や指(スマホの場合)を使ってサインする。

赤のアスタリスク(*)の箇所を埋め、「CONTINUE」をクリックする。

STEP 8: 今度は料金が記載された確認画面が表示される。もう一度よく確認し、問題なければ、「CONTINUE」をクリックする。

< BACK
Order Summary
CANCEL ✕

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

Collapse All

FOR	<div style="background-color: black; width: 80%; height: 15px; display: inline-block;"></div>	1	\$12.00	▲
ITEM	Transcript	📄 ℹ️ ✉️	\$12.00	🗑️
FROM	Lakeland University			
TO	<div style="background-color: black; width: 100%; height: 15px;"></div>			
+ 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: クレジットカード情報を入力する。赤いアスタリスク(*)の箇所をすべて記入し、“Submit Payment” ボタンを押して、完了。

Payment Information

Enter first and last name as it appears on credit card

* Jarvis	Carreker	
* Credit Card Number		
* Exp Month	* Exp Year	* CVV

    **Order Total: \$12.00**
\$12.00 will be charged to this card.

* Phone

Billing Address [Use different billing address](#)

* Country		
* Address 1		
Address 2		
* City	State/Province	* Postal Code

Submit Payment

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