



### Lander University Office of Registrar

320 Stanley Avenue, Greenwood, SC 29649  
e-mail address: registrar@lander.edu • website: www.lander.edu/registrar  
phone: (864) 388-8398 • fax: (864) 388-8028

## OFFICIAL TRANSCRIPT REQUEST

Please allow 4 (four) working days for processing. Transcripts will not be furnished for persons who financial obligations to the University has not been satisfied. Official transcript issued directly to the student will bear the following: "Issued to Student". Release of an academic transcript to a second party: The second party must present a written authorization stating allowance to obtain the transcript which includes the student's signature and birth date. The second party must present identification when requesting the transcript in person.

Requests for office pick up are not available, an address must be provided for mailing.

### PLEASE PRINT THE FOLLOWING INFORMATION

Student SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-mail address \_\_\_\_\_

\*Required: We will contact you by email regarding any problems or concerns.

Full Name \_\_\_\_\_

Maiden name (or any other name used): \_\_\_\_\_

Street \_\_\_\_\_ P O Box \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Did you attend before Fall 1985? \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Number of Copies \_\_\_\_\_ Hold for final grades \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

❖ Academic transcripts are automatically sealed and are considered to be official **only** if they remain sealed.

<p>_____ Mail</p> <p>_____ Fax</p> <p>A faxed transcript is considered unofficial, an address should be provided for a mailed copy of an official transcript.</p> <p>Fax number: _____</p> <p>Contact Person: _____</p>	<p>Address: Attention/Office: _____</p> <p>Company/Institution: _____</p> <p>Street: _____</p> <p>_____</p> <p>City: _____</p> <p>State/Zip: _____</p> <p>Country: _____</p>
---	--

### OFFICIAL USE ONLY:

Office of Student Accounts: \_\_\_\_\_  
(Learning Center 111) Signature \_\_\_\_\_ Date \_\_\_\_\_