



Office of the Registrar

320 Stanley Avenue, Greenwood, SC 29649-2099 | 864-388-8503 | registrar@lander.edu

ARCHIVED RECORD RELEASE

Please allow ten (10) working days for processing. Transcripts will not be provided for anyone who has financial obligations to the University that have not been satisfied. 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.

There is a \$10 fee for each transcript request.

PLEASE PRINT THE FOLLOWING INFORMATION

Last Four Digits of Student SSN: XXX—XX—_____ 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 _____

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

Mail
Office Pickup
Requests for office pickup are available with a photo ID, an address must be provided for mailing. The Registrar's Office will notify you when your transcript is ready for pickup.
Contact Person: _____

Address:
Attention/Office: _____
Company/Institution: _____
Street: _____
City: _____
State/Zip: _____
Country: _____

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

REGISTRAR OFFICE USE: INITIALS: _____ DATE MAILED: _____