

Name: _____
Last First Middle Maiden or Previous

Address: _____
Street

City/State/Zip Code ()
Phone Number

Name.# or Last 4 Birthdate:
Digits of SSN _____ mm/dd/yyyy _____

OSU Student ID _____

I am (complete one):

- Currently enrolled in the College of _____
OR
 Not enrolled; last enrolled _____ Qtr./Yr. in _____ college.

Send Transcript (s):

- NOW
- HOLD for (complete one)
- Corrected grade of _____ in _____ in _____
 _____ qtr/yr's grades. Course name/no. Qtr/Yr
- Check here if graduating this quarter

Transcript Request Form

Office of the University Registrar
Transcript Division
Lincoln Tower/1800 Cannon Drive
Columbus, OH 43210-1230



****Transcripts may also be ordered online at
www.credentials-inc.com**

The transcript fee (subject to change) is \$7 per copy and MUST accompany this request. Special handling & mailing options available at additional cost. Indicate special instructions in the space provided.

The student **MUST** sign, date and complete the student address segment in order to have this request honored.

I authorize issuance of my transcript to all parties indicated on this page:

Signature

Date

Send ____ (Quantity) to:	Office Use Only Total Quantity _____ Clerk _____ Dollar Amount _____ Payment Method _____
Indicate Special Processing Instructions Here:	
Send ____ (Quantity) to:	Send ____ (Quantity) to:
Indicate Special Processing Instructions Here:	Indicate Special Processing Instructions Here:
Send ____ (Quantity) to:	Send ____ (Quantity) to:
Indicate Special Processing Instructions Here:	Indicate Special Processing Instructions Here:

SPECIAL PROCESSING FEE

TRANSCRIPTS ARE \$7.00 PER COPY. IN ADDITION TO THE TRANSCRIPT FEE AN ADDITIONAL \$10.00 WILL BE CHARGED FOR THE FOLLOWING SERVICES. THERE IS A LIMIT OF FIVE TRANSCRIPTS PER SPECIAL PROCESSING FEE. ALL PROCESSES WILL BE HANDLED WITHIN ONE BUSINESS DAY.

RUSH-SAME DAY SERVICE

We will process your request within one business day.

Rush requests for transcripts delivered to the student address will be sent in separate envelopes with the registrar's signature across the seal.

ATTACHMENTS

Any forms that need to be sent with the transcript will incur the special processing fee. This includes special envelopes.