To Whom It May Concern:

The University Registrar’s office at The Ohio State University does not complete forms or generate customized letters verifying information otherwise available on an official academic transcript, enrollment or degree verification, or student Statement of Account. The university does not maintain class rank information. In addition, character references are not provided for students. Please see below a list of common requests and how to request documentation for each. You may print this letter as proof of the university policy.

Order an official transcript at [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu) (current students) or [www.registrar.osu.edu](http://www.registrar.osu.edu) (former students) for:

- **Letter of “Good Standing”** - The official transcript documents the grade point average and any probationary statuses.
- **“Good Student” Status for Insurance Purposes** - The official transcript shows in-progress courses, grade point average, and any academic probationary statuses.
- **International, Military and Law School Admissions Council Verifications.**
- **Disciplinary or Academic Misconduct** – These records are maintained by the Office of Student Conduct. Contact them at [sja@studentlife.osu.edu](mailto:sja@studentlife.osu.edu) or 614-292-0748.
- **NBCOT** - We do not process these forms. We are unable to verify the degree requirements will be met prior to commencement, or that there is nothing preventing final transcript from being issued when the degree is awarded. NBCOT’s preference is a final transcript in place of the form.
- **Transient Student Form** - The official transcript is used to verify academic “good standing” and eligibility to return to The Ohio State University. The institution to which you are applying will determine your eligibility to enroll and any transferable credits.
- **Mode of Instruction and or Campus of Instruction** - If requested to process a form to verify mode of instruction and/or campus of instruction a transcript with an attachment should be requested. Third parties requesting a letter verifying mode of instruction or campus of instruction should e-mail [registrar@osu.edu](mailto:registrar@osu.edu). For more detailed instructions on how to request a letter verifying Mode of Instruction or Campus of Instruction please see the Frequently Asked Questions at [http://registrar.osu.edu/alumni/transcript_faq.asp](http://registrar.osu.edu/alumni/transcript_faq.asp).

Order an enrollment or degree verification at [www.degreeverify.org](http://www.degreeverify.org) for:

- **Enrollment Verification**
- **Projected Graduation Date**
- **Degree Verification** – Note: Degree information is also reflected on an official transcript. See above for ordering instructions.
- **Academic and/or enrollment information for the Ohio Department of Job and Family Services** - Note: Degree information is also reflected on an official transcript. See above for ordering instructions.

Print your official Statement of Account through My Student Center accessible via [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu) for:

- **Tuition and Fees Owed** - Note: We can only provide a Statement of Account to verify tuition and fees for terms for which you have scheduled classes. We cannot provide a Statement of Account to verify tuition and fees for future terms for which you have not scheduled classes.
- **Tuition and Fees Paid** – Note: Your Statement of Account is used to verify what has been paid and by what method.

If you have additional questions, you should contact the Student Service Center (SSC) at 614-292-0300 (toll-free at 800-678-6440) or [ssc@osu.edu](mailto:ssc@osu.edu).