

The Ohio State University Summary of Transcript Services

Services*	Explanation	Transcript Fee	Handling Fee	Special Processing Fee	FedEx Fee
Transcript Regular Processing	<ul style="list-style-type: none"> Mailed transcripts are processed within three business days and mailed first-class. Electronic transcripts are processed within twenty-four business hours and then uploaded to be viewed. 	\$7 Per Transcript	\$2.25 Per Transcript	Not Applicable	Not Applicable
Rush Processing	<ul style="list-style-type: none"> Mailed transcripts are processed within twenty four business hours and mailed first-class mail. Electronic transcripts are processed within one hour and then uploaded to be viewed. 	\$7 Per Transcript	\$2.25 Per Transcript	\$10 Per Order	Not Applicable
Pick up	While submitting your request you will be given the option to pick your transcript up in person on campus from Buckeye Link .	\$7 Per Transcript	\$2.25 Per Transcript	\$10 Per Order	Not Applicable
Attachment	While submitting your request you will be given the option to include an attachment to accompany your transcript.	\$7 Per Transcript	\$2.25 Per Transcript	\$10 Per Transcript	Not Applicable
FedEx Express to a destination in the 48 continental United States	The transcript is processed within one business day, mailed via FedEx, and delivered in one to two business days. This service is only available if the recipient address can receive FedEx delivery (Note: FedEx cannot deliver to a P.O. Box).	\$7 Per Transcript	\$2.25 Per Transcript	\$10 Per Order	\$20 Per Recipient
FedEx Express to a destination in Alaska or Hawaii	The transcript is processed within one business day, mailed via FedEx, and delivered in one to two business days. This service is only available if the recipient address can receive FedEx delivery (Note: FedEx cannot deliver to a P.O. Box).	\$7 Per Transcript	\$2.25 Per Transcript	\$10 Per Order	\$23 Per Recipient
FedEx Express to a destination outside of the United States	The transcript is processed within one business day, mailed via FedEx, and delivered in two to three business days. This service is only available if the recipient address can receive FedEx delivery (Note: FedEx cannot deliver to a P.O. Box).	\$7 Per Transcript	\$2.25 Per Transcript	\$10 Per Order	\$43 Per Recipient

**Note: Special processing is not available for all requests; transcripts (without attachments) issued to student come in separate tamper proof envelopes; transcripts (with attachments) issued to student come in separate envelopes signed by the university registrar.*

If you have specific questions, contact [Buckeye Link](#) at 614-292-0300 (toll-free 800-678-6440) or buckeyelink@osu.edu.