Transcript Request Form

Information

Why order online?
✓ Faster Processing Time
✓ Email and Text Message Updates throughout Processing
✓ Special Processing is Available (Rush Delivery, Attachments, FedEx)

Special Notes
✓ Incomplete forms will not be processed
✓ Requests must be from student or alumnus
✓ Only payments in the exact amount will be accepted
✓ Third party requests should be submitted online by student or alumnus

Transcripts should be ordered online at registrar.osu.edu/alumni.index_transcript.asp when possible.

Student or Alumnus Information

Reason why order was not requested online: □ Law Student □ Family Member’s Record □ Other:

Requests for reasons other than Law Student or Family Member’s Record may be returned unprocessed with instructions to submit transcript request(s) online.

Ohio State ID
Last Name
First Name
Middle Initial
Suffix

Ohio State name.#
Date of Birth
Other Last Name (s)
Attended From
Attended To

Current Address
City
State
Zip
Country

(  )
Phone Number
Email Address

Transcript Request Information

Use a separate request form for each additional recipient.

Send Requested Transcript to:
(Please Print Clearly)

Address (Line One)
Address (Line Two)
Address (Line Three)
Address (Line Four)

City
State
Zip
Country

Amount Owed

Number of Transcripts (For Recipient Above) X $7.00 = $__________

Price per Transcript
Amount Owed

Enclose check or money order in exact amount payable to The Ohio State University.

Student or Alumnus Authorization

□ I have attached a copy of a check or money order payable to The Ohio State University in the exact amount requested.
□ I do not have an attachment to be accompanied with my transcript. (If you have an attachment, then your order must be requested online)
□ By signing below I agree to the above statements and authorize issuance of my transcript to all parties indicated on this page.

Student or Alumnus Signature__________ Date__________

University Registrar Processing

Office Use Only

Transcripts Fees Check Number Order Number Processor Date

Revised: 12/4/2014

To return this form:
Mail to: The Ohio State University, University Registrar, Transcript Division, 540 Student Academic Services Bldg., 281 W. Lane Ave., Columbus OH 43210-1132