



To Whom It May Concern:

Please see below the agency appointment letter stating that Credentials Solutions, Inc., has been appointed as the transcript sending agency for The Ohio State University. We are pleased to work with Credentials, as the service to students, alumni, and transcript recipients is now expedited and more in depth. Please let me know if you need additional information.

### Confirmation of Appointment

By signature below, The Ohio State University (hereinafter Institution) in Columbus, Ohio, hereby confirms its appointment of Credentials Inc., 436 Frontage Road. Suite 200, Northfield, Illinois 60093 as its agent for the purpose of interfacing with any recognized hub or postsecondary institution.

By this instrument, Institution confirms the existence of a contractual agency relationship between itself and Credentials Inc. empowering Credentials Inc. to act on behalf of Institution in matters concerning the ordering and processing of academic transcript orders and academic transcript data for the institution.

As an agent for Institution as defined in the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA), Credentials Inc. is subject to, and operates within the bounds of, the same information privacy provisions of FERPA as the staff in Institution.

Therefore, Credentials Inc. shall henceforth act as agent for Institution in preparing and processing academic transcript records to be sent to or received from other institutions. Other Institutions may interact with Credentials Inc. personnel on the same basis as they would interact with Institution's staff in matters regarding the electronic transmission or reception of Institution's academic transcript data and related transactions.

Sincerely,

Jack Miner

University Registrar & Executive Director of Enrollment Services