



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 [buckeyelink.osu.edu](http://buckeyelink.osu.edu) (current students) or [registrar.osu.edu](http://registrar.osu.edu) (former students) for:

- **Letter of "Good Standing"** - The official transcript documents the grade point average (GPA) 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 [studentconduct@osu.edu](mailto:studentconduct@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** - We do not process these forms. Ohio State does not have transient permission forms. The official transcript is used to verify "good standing" and eligibility to return. For instructions on how to obtain tentative transfer credit see [registrar.osu.edu/transfer\\_credit/te.asp](http://registrar.osu.edu/transfer_credit/te.asp). The institution you are applying to should determine your eligibility to enroll. The Ohio State University does not require that students ask for permission to be transient students.
- **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 [registrar.osu.edu/alumni/transcript\\_faq.asp](http://registrar.osu.edu/alumni/transcript_faq.asp).
- **Common Application** - We do not process these forms. The academic information requested will be listed on an official transcript; GPA is not weighted at Ohio State.

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

- **Enrollment Verification**
- **Projected Graduation Date**
- **Degree Verification** - Degree information is also reflected on an official transcript. See above for ordering instructions.
- **"Good Student" Status for Insurance Purposes** - Order at no-cost via the enrollment verification link at: [registrar.osu.edu/alumni/index\\_enrollment\\_verification.asp](http://registrar.osu.edu/alumni/index_enrollment_verification.asp).
- **Academic and/or enrollment information for the Ohio Department of Job and Family Services** - Degree information is reflected on an official transcript. See above for ordering instructions.
- **External Scholarship Requests** - More information regarding external scholarships is located at: <https://busfin.osu.edu/bursar>. Ohio State's tax ID number is 316025986 if requested.

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

- **Tuition and Fees Owed** - 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** - Your Statement of Account is used to verify what has been paid and by what method.

General Information regarding Ohio State:

- **English is the language of instruction** - Within higher education; institutions often waive the requirement for documenting the language of instruction from an American institution. For international admissions purposes, higher educational institutions have an understanding that institutions from certain countries only teach in one specified language.
- **Degree requirements:** Degree requirements are not maintained by the University Registrar's office. They are maintained by the student's college office of enrollment, who has the authority to waive requirements. Only the student's college office can verify when a student is projected to complete their degree requirements, if they have completed their degree requirements before a degree was awarded, or that they will be awarded a degree before the degree is awarded.

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