

# The Ohio State University Summary of Transcript Services

Services*	Explanation	Transcript Fee	Handling Fee	Special Processing Fee	FedEx Fee
<b>Transcript Regular Processing</b>	<ul style="list-style-type: none"> <li>Mailed transcripts are processed within three business days and mailed first-class.</li> <li>Electronic transcripts are processed within twenty-four business hours and then uploaded to be viewed.</li> </ul>	\$7 Per Transcript	\$2.25 Per Transcript	Not Applicable	Not Applicable
<b>Rush Processing</b>	<ul style="list-style-type: none"> <li>Mailed transcripts are processed within twenty four business hours and mailed first-class mail.</li> <li>Electronic transcripts are processed within one hour and then uploaded to be viewed.</li> </ul>	\$7 Per Transcript	\$2.25 Per Transcript	\$10 Per Order	Not Applicable
<b>Pick up</b>	While submitting your request you will be given the option to pick your transcript up in person on campus from <a href="#">Buckeye Link</a> .	\$7 Per Transcript	\$2.25 Per Transcript	\$10 Per Order	Not Applicable
<b>Attachment</b>	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
<b>FedEx Express to a destination in the 48 continental United States</b>	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
<b>FedEx Express to a destination in Alaska or Hawaii</b>	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
<b>FedEx Express to a destination outside of the United States</b>	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: Transcripts that are issued to the student will have "Issued to Student" printed on them. Transcripts issued to third party recipients do not have "Issued to Student" printed on them. Transcripts come in tamper proof envelopes and do not have the registrar's signature and the university seal on them. If this is a concern, we recommend you have the transcript sent directly to the third party recipients.*

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