



Summary of Transcript Services

Services*	Explanation	Transcript Fee	Handling Fee	Special Processing Fee	Special Handling 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	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	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	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	Not Applicable	\$10.00 Per Order	Not Applicable
Mode of Instruction	When submitting your request you will be given the option to request a verification of Mode of Instruction. We will provide a letter verifying the mode and campus of instruction as well as a report verifying the mode of instruction for each class. These will be included as an attachment with the transcript.	\$7.00 Per Transcript	\$2.25 Per Transcript	Not Applicable	\$10.00 Per Order	Not Applicable
Combining Special Processing and Special Handling	<ul style="list-style-type: none"> When applicable you may combine Special Processing and Special Handling Note: Rush Processing and Pick up is not available when requesting Notarized Transcript 	\$7.00 Per Transcript	\$2.25 Per Transcript	\$10.00 Per Order	\$10.00 Per Order	See FedEx Express Below
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	Not Applicable	\$23 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	Not Applicable	\$30 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	Not Applicable	\$53 Per Recipient

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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.

For Moritz Law School students and alumni; Law School tuition and fees included the cost of transcripts for a lifetime, so there is no fee associated for transcript Services except FedEx Express delivery.

Special Processing includes: Rush Processing, Pick up and FedEx Express

Special Handling includes: Attachment and Mode of Instruction

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