



Official Transcript Request

*Note: All financial obligations to OSU must be cleared before transcript orders are processed.
To remove these, please call 1-541-737-3002 (Business Affairs).*

Last Name: _____ First Name: _____ Middle: _____

OSU ID #: _____ Date of Birth: _____

Phone #: _____ Email: _____

Current Address: _____

ALUMNI/FORMER STUDENTS ONLY:

Dates of attendance at OSU: _____ to: _____

Previous Name(s): _____

If you attended OSU prior to Fall term 1991, your transcript must be manually produced from university archive records. Please note that this may take up to 7 business days to process.

DELIVERY METHOD:

Pick-up from Office of the Registrar. Number of copies: _____
Transcripts will normally be available to pick up on the next business day after you place the order.

Mail to current address as above. Number of copies: _____
Please allow 2 to 3 business days to process mail requests.

Mail to other address – please see next page to enter addresses and number of copies.

Signature of Student (Required): _____ Date: _____

- **Current Students:** Please submit this form in person, or scan and email it from your OSU email account.
- **Former Students:** Please mail, or scan and email, this form along with a copy of your government-issued photo I.D.
- **Electronic signatures are not accepted.**

Further information: <http://registrar.oregonstate.edu/transcripts>



Oregon State
University

Return to:

Office of the Registrar

Oregon State University, B102 Kerr Admin. Bldg., Corvallis, Oregon 97331

P 541-737-4331 | F 541-737-8123 | registrars@oregonstate.edu | oregonstate.edu

Other names and addresses to mail Transcript to:

1. _____

Number of copies to this address: _____

2. _____

Number of copies to this address: _____

3. _____

Number of copies to this address: _____

4. _____

Number of copies to this address: _____