



## 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.

**Former Students: Please mail—or scan and email—this form along with a copy of your government-issued photo ID.**

Signature of Student (Required): \_\_\_\_\_ Date: \_\_\_\_\_  
**Electronic/digital signatures will not be accepted.**

- **Current Students:** Please submit this form in person, or scan and email it from your OSU email account.
- **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. \_\_\_\_\_

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Number of copies to this address: \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of copies to this address: \_\_\_\_\_