

**STEP 1: Available Credentials, Transcript - Order**

Available Credentials

The following credentials are available from Oregon State University. Start your order by selecting a credential listed below (you can add more later)

**Transcript**

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

**STEP 2: Set Delivery Destination Selection**

Click: *I'm sending to myself or another individual*

Set Delivery Destination

Your order will be sent from Oregon State University to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

*I'm sending to myself or another individual*

**STEP 3: Set Delivery Destination**

Select from the dropdown menu select, *I am sending this order to another individual*

Set Delivery Destination

Your order will be sent from Oregon State University to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

*I'm sending to myself or another individual*

I am sending this order to myself

I am sending this order to another individual

**STEP 4: Set Delivery Destination - Select icon: *Local Pickup, In-Person Pickup***

Set Delivery Destination

Your order will be sent from Oregon State University to the individual and/or organization at the destination below. Select a delivery method for your order

**Electronic**  
Delivered By Email

**Print & Mailed**  
Printed On Paper & Mailed

**Local Pickup**  
In-Person Pickup

**STEP 5: Set Delivery Destination – Local Pickup Information**

Select:  *I would like to allow another person to pick up this order on my behalf.*

LOCAL PICKUP INFORMATION

This item may be picked up in person at the location listed below. You will receive an email notification when your order is ready to be picked up. Pickup times and days may vary, so please check the pickup details listed below for specific instructions or times in which orders can be picked up.

I will be picking this order up myself

I would like to allow another person to pick this order up on my behalf

**STEP 6: Set Delivery Destination – Local Pickup Information, continued**

Add details for Notary Service Request delivery.

First Name: *Notary* Last Name: *Service* Telephone: *541-737-4331*

Type the name and phone number of the individual you would like to pick up your order. This Individual's ID will be checked at the time of pickup, so make sure the name entered below matches the name on their ID.

* First Name	* Last Name	* Telephone
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Type the name and phone number of the individual you would like to pick up your order. This Individual's ID will be checked at the time of pickup, so make sure the name entered below matches the name on their ID.

<input checked="" type="checkbox"/> Notary	<input checked="" type="checkbox"/> Service	<input checked="" type="checkbox"/> 541-737-4331
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**STEP 7: Set Delivery Destination – Pickup Details**

From the Pickup Details dropdown menu select: *Oregon State University Office of the Registrar*

PICKUP DETAILS

\* Select

Select

\* Select

Oregon State University Office of the Registrar

The order can be picked up at:

Oregon State University Office of the Registrar  
B 102 Kerr Administration  
Corvallis, OR 97331

**STEP 8: Set Delivery Destination – Pickup Details, continued**

Confirm your order by **checking the box** and **selecting continue**.



\* Please confirm the following to continue with this option.

I understand that I will receive a notification when my order is ready to be picked up in person at the designated location listed above, and day and time pickup restrictions may apply.

**Continue**

**STEP 9: When do you want this sent? (Final screen after payment.)**

From the dropdown menu, select **Send Now**.

 Oregon State University	<b>FROM</b> Oregon State University Corvallis, OR	<b>Delivery Method:</b> LocalPickup
<b>TO</b>  Oregon State University Office of the Registrar B 102 Kerr Administration Corvallis OR, US	<b>Credential Fee:</b> \$10.00	
	<b>Item Total:</b> \$10.00	

\* When do you want this sent?  
**Send Now** ▼

**Purpose**  
Certification or Licensure ▼