STEP 1: Available Credentials, Transcript - Order

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 an 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*

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

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*

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

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

STEP 5: Set Delivery Destination – Local Pickup Information

Select: I would like to allow another person to pick up this order 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

STEP 7: Set Delivery Destination – Pickup Details

From the Pickup Details dropdown menu select: Oregon State University Office of the Registrar
STEP 8: Set Delivery Destination – Pickup Details, continued

Confirm your order by checking the box and selecting continue.

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

From the dropdown menu, select Send Now.