

OFFICIAL TRANSCRIPT REQUEST

Oregon State University

Office of the Registrar

102 Kerr Administration Building

Corvallis, OR 97331-2130

Phone: 541-737-4331

OSU does not accept faxed transcript requests.

To order transcripts via the web, go to <http://infosu.oregonstate.edu>

Last Name _____ First Name _____ Middle _____

OSU ID _____ Phone # _____ E-mail _____

Previous Name Attended Under _____

Current address: _____

Request Type (required):

_____ Official Credit Transcript _____ Official Non-Credit Transcript

Dates of Attendance: _____ Date of Birth: _____

Student Signature: _____

Fees: There is no charge for official transcripts. The Transcript Information page, <http://oregonstate.edu/registrar/transcripts.html>, provides additional information on transcripts.

Please Note: All financial obligations to OSU must be cleared before transcript orders are processed. Allow 2–3 working days to process mail order requests. Allow 1 working day for processing in person requests, except during peak periods, such as end of term. *To receive a transcript in less than the normal processing time, a \$30 RUSH SERVICE fee is required.*

Special Handling – Hold Order Until:

Current term grades are posted

Current term degree is posted

Rush Order (\$30 fee for expedited service, processed within 2 hours, standard first-class mail)

Rush requests for transcripts to be mailed must be received in the Registrar's Office by noon M–F in order to be mailed the same day. **Does NOT include express delivery.**

Mail Transcript To:

1. _____

2. _____

Number of copies to this address: _____

Number of copies to this address: _____

3. _____

Number of copies to this address: _____

4. _____

Number of copies to this address: _____

5. _____

Number of copies to this address: _____

6. _____

Number of copies to this address: _____

7. _____

Number of copies to this address: _____

8. _____

Number of copies to this address: _____