



OHIO UNIVERSITY

Office of the University Registrar
Chubb Hall
Athens OH 45701-2979
Fax 740.593.4184

TRANSCRIPT REQUEST FORM

Please type or print legibly all of the information requested on this form. Enclose appropriate payment with your request. Incomplete or unsigned requests will be returned. Please mail or fax your request to the address/number above.

Legal Name (Last, First Middle):	
Former Name(s):	
Ohio University ID or SSN:	
Date of Birth:	
Last year enrolled at OHIO:	
Your Mailing Address:	
Daytime Telephone Number:	
E-mail Address (if available):	

Transcript Type (all coursework is included if no option checked)	Undergraduate Only <input type="checkbox"/>	Graduate Only <input type="checkbox"/>	Medical Only <input type="checkbox"/>
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Transcript Processing Service – choose only one of the following three options:

- Regular** – mailed within three business days @ \$6.00 per transcript
- Now** – mailed same business day if order received by 2:00 p.m. @ \$12.00 per transcript
- Delayed Service** – hold for current quarter grades @ \$6.00 per transcript

Mailing Options (choose one) First Class Mail FedEx US Priority Overnight @ \$15.00 (No PO Boxes for FedEx) FedEx International @ \$33.00

Number of Transcripts Requested: _____ **Total Due:** \$ _____ (including any FedEx fees) **Method of Payment** – complete below

Some institutions in the State of Ohio can receive electronic transcripts. If you are an undergraduate student seeking to transfer to an Ohio college or university listed on page 2, simply write in the four-digit code here _____. There is no need to complete the address information below.

Transcript Mailing Address 1

City:
State: ZIP:

Transcript Mailing Address 2

City:
State: ZIP:

Signature _____

Date _____

Method of Payment – do not send cash Check Money Order Credit/Debit Card (VISA/MC/AmEx/Discover)

Charge Card Number	
Print name as it appears on card	
Student SSN or PID	

Card Expiration	
Amount to be charged	\$

OFFICE USE ONLY	010 0000 00000 040106 UN0000000	010 0006 33080 040107 000000000
DEPOSIT DISTRIBUTION	\$	\$

This is the list of Ohio schools that accept transcripts electronically for undergraduate student transfers only. Find the corresponding four-digit code from the list below and add it to the appropriate field on the transcript request form:

1072	Belmont Technical College
1069	Bowling Green State University
1086	Central Ohio Technical College
1984	Cincinnati State Technical and Community College
1127	Clark State Community College
1221	Cleveland State University
1148	Columbus State Community College
1985	Cuyahoga Community College
1422	Lakeland Community College
1333	Jefferson Community College
1546	Marion Technical College
1463	Miami University
1575	North Central State College
1592	The Ohio State University
1720	Sinclair Community College
1752	Southern State Community College
1829	University of Akron
1833	University of Cincinnati
1179	Wright State University