



**Office of the
University Registrar**

**Chubb Hall
Athens OH 45701-2979
Fax 740.593.4184**

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 (comprehensive transcript 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 @ **\$5.00 per transcript**
- Now** – mailed same business day if order received by 2:00 p.m. @ **\$10.00 per transcript**
- Delayed Service** – mailed per your instructions below @ **\$5.00 per transcript**
 - Hold for current quarter grades – mailed one week after quarter closing date
 - Hold for degree conferral or degree and grades – mailed four weeks after quarter closing date
 - Hold for grade change in this course _____ for this term – available after grade is recorded

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 – please do not send cash **Check** **Money Order** **Credit/Debit (VISA/MC/Am. Express/Discover)**

If paying by credit/debit card, please provide the following information:

Name on the card: _____ **Account number:** _____ **Exp. Date:** _____

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 - Qty. to this address:

City:
State: ZIP:

Transcript Mailing Address 2 - Qty. to this address:

City:
State: ZIP:

Signature

Date

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
- 1575 North Central State College
- 1592 The Ohio State University
- 1720 Sinclair Community College
- 1829 University of Akron
- 1833 University of Cincinnati
- 1179 Wright State University