



# OHIO UNIVERSITY

Office of the University Registrar

1 Ohio University  
Chubb Hall  
Athens OH 45701-2979  
Fax 740.593.4184

## TRANSCRIPT REQUEST FORM

Please complete 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 PID:	
Date of Birth:	
Last year enrolled at OHIO:	
Your Mailing Address:	
Daytime Telephone Number:	
Email Address:	

Signature \_\_\_\_\_

Date \_\_\_\_\_

Transcript Type	All coursework	Undergraduate Record Only <input type="checkbox"/>	Graduate Record Only <input type="checkbox"/>	Medical Record Only <input type="checkbox"/>
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**Transcript Processing Service** – choose only one of the following options:

- Regular** – mailed within three business days @ \$10.00 per transcript
- Now** – mailed same business day if order received by 2:00 p.m Eastern. @ \$20.00 per transcript (\*Electronic transcript is \$18.00)
- Delayed Service** – hold for current semester grades @ \$10.00 per transcript
- Delayed Service** – hold for degree @ \$10.00 per transcript

**Mailing Options** (choose one)  **First Class Mail**  **FedEx US Priority Overnight @ \$20.00** (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 code here: \_\_\_\_\_ (There is no need to complete the address information below). (\*Electronic transcript is \$8.00)

### Transcript 1

Recipient Name:	
Mailing Address:	
City:	
State:	Zip Code:

### Transcript 2

Recipient Name:	
Mailing Address:	
City:	
State:	Zip Code:

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

Credit Card Number	
Print name as it appears on card	
Student PID	

Card Expiration	
Zip Code	
Amount to be charged	\$

OFFICE USE ONLY	010 104010 950101 0000 00 413040	10 100000 540032 0000 00 413050
DEPOSIT DISTRIBUTION	\$	\$

<b>INSTITUTION NAME</b>	<b>INST CODE</b>
Belmont College	0000038834
Bowling Green State University (All Campuses)	0000038959
Central Ohio Technical College	0000039246
Central State University	0000039250
Cincinnati State Technical and Community College	0000039328
Clark State Community College	0000039355
Cleveland State University	0000039379
Columbus State Community College	0000039525
Cuyahoga Community College (All Campuses)	0000039670
Eastern Gateway Community College	0000040788
Edison State Community College	0000039916
Hocking College	0000040486
James A Rhodes State College	0000040773
Kent State University (All Campuses)	0000040902
Lakeland Community College	0000040989
Lorain County Community College	0000041139
Marion Technical College	0000041251
Miami University (All Campuses)	0000041413
North Central State College	0000041835
Northwest State Community College	0000041913
Ohio State University (All Campuses)	0000041975
Owens Community College Toledo (All Campuses)	0000042041
Rio Grande Community College	0000043437
Shawnee State University	0000042580
Sinclair Community College	0000042614
Southern State Community College	0000042725
Stark State Community College	0000042886
Terra State Community College	0000043020
University of Akron	0000043543
University of Cincinnati	0000043271
University of Toledo	0000043492
Washington State Community College	0000043692
Wright State University Dayton	0000043898
Youngstown State University	0000043939
Zane State College	0000043942