



**Return to:**  
 Office of the Registrar  
 Oregon State University, B102 Kerr Administration Building, Corvallis, OR 97331-2130  
 T 541-737-4331 | F 541-737-8123 | registrars@oregonstate.edu | http://oregonstate.edu/registrar

## Official Transcript Request

*Note: All financial obligations to OSU must be cleared before transcript orders are processed.  
 To remove these, please call 1-541-737-3002 (Business Affairs).*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

OSU ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_

**ALUMNI/FORMER STUDENTS ONLY:**

Dates of attendance at OSU: \_\_\_\_\_ to: \_\_\_\_\_

Previous Name(s): \_\_\_\_\_

*If you attended OSU prior to Fall term 1991, your transcript will have to be manually produced from university archive records. Please note that this may take up to 7 business days to process.*

**DELIVERY METHOD:**

Pick-up from Office of the Registrar      Number of copies: \_\_\_\_\_  
*Transcripts will normally be available to pick up on the next business day after you place the order.*

Mail to current address as above      Number of copies: \_\_\_\_\_  
*Please allow 2 to 3 business days to process mail requests.*

Mail to other address – please see next page to enter addresses and number of copies.

Signature of Student (Required): \_\_\_\_\_ Date: \_\_\_\_\_

*The student must sign this form. Digital signatures are NOT accepted.*

Further information: <http://oregonstate.edu/registrar/transcripts>



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**Other names and addresses to mail Transcript to:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Number of copies to this address: \_\_\_\_\_

Number of copies to this address: \_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
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4. \_\_\_\_\_  
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Number of copies to this address: \_\_\_\_\_

Number of copies to this address: \_\_\_\_\_