



CONSENT TO RELEASE OFFICIAL TRANSCRIPT VIA PARCHMENT

Name: _____

Banner ID or Last 4 Digits of SSN: _____ Date of Birth: _____
(MM-DD-YYYY)

My signature below indicates my consent to release my official transcript or replacement diploma to the recipient(s) I indicate on the OSU eTranscript ordering website. I understand that this signature will authorize the release of my official transcript in this request through this system using my logon and password authentication.

Signature: _____ Date: _____

Submit completed form to:

1. Via email to transcripts@okstate.edu or
2. Upload the completed form to our Secure File Upload Portal (see steps below)
 - Go to my.okstate.edu (login with OKEY credentials)
 - Click on **Student Tab**
 - Click on "Secure Upload to Registrar" under Student Self-Service links
 - Click on "Browse"
 - Select File
 - Click on "Upload"

You will receive an "Upload Confirmation" verifying that the file has been uploaded.

Registrar's Use Only

Registrar Staff initials: _____ Date Processed: _____