



STANDARD PAPER TRANSCRIPT ADDITIONAL SERVICES FORM

This form is used to request notarized transcripts or preparation of a paper transcript for the apostille process. You will need to complete and upload this form as an attachment with the transcript request order.

Name _____
(Last) (First) (Middle)

Date of Birth _____ Student ID Number _____

Telephone _____ Email Address _____

I am ordering my official paper transcript(s) online through the transcript ordering site and I am requesting the following action:

I am requesting that the paper transcript be notarized:

I am requesting OSU to prepare the transcript for the apostille process*:

* I understand that transcripts requiring preparation for an apostille will be notarized and then forwarded to the recipient address listed on the order.

* I understand that I am responsible for any costs associated with the apostille process.

* I understand that it is my responsibility to make the necessary arrangements directly with the State Department for the document(s) after the paper transcript is notarized and mailed by the university.

Signature _____ Date _____
(Student)

Registrar's Use Only	
Registrar Staff Initials: _____	Date Processed: _____