



OFFICE OF THE REGISTRAR

322 Student Union
Stillwater, Oklahoma 74078-1013
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registrar@okstate.edu

PARCHMENT THIRD PARTY TRANSCRIPT RELEASE AUTHORIZATION

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), information from a student's education record is considered confidential and will not be released, with certain exceptions, without the student's written permission. This form may be used as a one-time authorization for OSU-Stillwater/Tulsa to release an official transcript on the student's behalf to the third-party recipient identified below.

Transcript Fee: eTranscript=\$15.00 | Paper Transcript-Mailed=\$17.50 (plus \$2.50 Shipping)

This signed form must be uploaded as part of the third-party transcript request process.

Student Information:

First Name: Last Name:

Previous Names:

Banner ID or Last 4 Digits of SSN: Date of Birth:

Dates of Attendance:

Recipient Information:

First Name: Last Name:

Organization/Institution:

City: State: Zip:

My signature below indicates my consent to release my official transcript to the recipient indicated above. I understand that this signature will authorize the release of my official transcript and transcript hold information through Parchment. I understand that all transcript holds must be resolved before transcripts can be released.

Signature: Date:

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