



**Submit to:**  
Attn: Transcripts  
322 Student Union  
Stillwater, Oklahoma 74078-1013  
405-744-6876, Fax 405-744-8426  
registrar@okstate.edu

REQUEST FOR OFFICIAL TRANSCRIPT

**Please read carefully.** Fill out completely, return to our office and remember to allow three weeks for processing at end of term.  
PRINT CLEARLY.

\_\_\_\_\_  
Last Name First Name Middle Name Maiden Name

\_\_\_\_\_  
SSN or Student ID Birthdate (mm/dd/yyyy) Preferred e-mail address

I give the Office of the Registrar permission to contact me at this e-mail address.

\_\_\_\_\_  
Phone Number

Are you currently enrolled at OSU?  Yes  No If not currently enrolled, last semester of OSU enrollment? \_\_\_\_\_

Number of transcripts requested \_\_\_\_\_  Place in individual signed, sealed envelopes

**Please indicate how/when you want the transcript sent:**

Send now

Hold for current semester grades

I have paid for expedited shipping via eShip Global

Third party pick-up \_\_\_\_\_  
Name

Hold for following change(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Instructions: \_\_\_\_\_

**Where and to whom will the transcript(s) be mailed:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address 1

\_\_\_\_\_  
Street Address 2

\_\_\_\_\_  
City State Country Postal Code

**NOTE:** If you have any unpaid accounts with the University, transcripts will not be issued until clearance is issued by the Bursar (Bursar phone: 405-744-5996). Transcripts cannot be faxed or emailed.

Signature of Person Making Request: \_\_\_\_\_  
**(Your request cannot be processed without a signature)**

FOR OFFICE USE ONLY  
Printed \_\_\_\_\_ Hold \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_