Transcript Request

STUDENT INFORMATION

Student Name (Last, First, Middle) _____ Student ID _____ Date of Birth _____

Student Former Last Name _____ Social Security Number _____

Primary Telephone _____ Mailing Address _____

Cell Phone _____ Personal Email _____

ENROLLMENT HISTORY

These records will need to be researched and will take longer to process:

☐ Enrolled Prior to 1984

These records will be processed within five business days of receipt of the request:

☐ Enrolled After 1984

TRANSCRIPT INFORMATION

Official Transcript

Quantity: _____

How: ☐ Mail ☐ Pick up in person

If you are needing your transcript mailed, please provide the following information:

Name: _____ Street 1: _____ Street 2: _____ Zip: _____

City: _____ State: _____

When (select one): ☐ Immediately ☐ Mail transcript after current term grades are posted

☐ Mail transcript after degree is posted. If this option is selected, please include the following fields:

Expected graduation date: _____ Program of study: _____

Preparation Instructions (optional)

_____

AUTHORIZATIONS AND SIGNATURES

_____
Student Signature

_____
Date

ADMINISTRATIVE USE ONLY

Processed By | Date | Comments

Process

The Office of the Registrar receives transcript requests in person by the student with proper identification, by mail with the student's signature, and through the National Student Clearinghouse. Email requests are not accepted unless it is accompanied by a completed form with the student's signature.

Mail: Office of the Registrar
G. Rainey Williams Pavilion
920 Stanton L. Young Blvd., STE 2450
Oklahoma City, OK 73104-5036
Phone: (405) 271-2447

Steps:

1. Submit your request to the address listed above.

2. It is required that the student signs this form in order to obtain a release of his/her transcript and submit it accurately and completely to the Office of the Registrar for processing.

3. Questions regarding this form may be directed to **registrar.health@ou.edu**.

4. Transcripts requested will be processed within five (5) business days of the receipt of the request, except during peak times.

5. All transcripts given directly to the student will be considered unofficial unless delivered in the original sealed envelope.

Note: Disclosure of your Social Security Number is voluntary. If you consent to disclose your Social Security Number by including it on the Transcript Request Form, it will be used to match your request with your educational records.