

UNIVERSITY OF OKLAHOMA – Request for Official Printed Transcript

NOTICE: To request a transcript in PDF format, see Ordering Electronic PDF Transcripts instructions at ou.edu/registrar/transcripts-and-records

Please read carefully. Fill out completely. Print clearly.

Last Name First Name Middle Name Maiden

Student ID Number or SSN Birthdate (mm/dd/yyyy) telephone number

Street Address 1

Street Address 2

City State Country Postal Code

Are you currently enrolled at OU? Yes No If not currently enrolled, last semester of enrollment? _____

Are you graduating this semester? Yes No

Please check the appropriate box.

I am planning to complete course(s) at another institution to transfer back to OU.

I am applying for admission to another institution to complete my degree.

I am applying for admission to another institution to start a new degree program.

Other _____

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

Send now (standard processing time is 3 to 5 business days)

Hold for current semester grades (standard processing time is 14 days after the end of finals)

Hold until degree is posted on record (standard processing time is 6 weeks after the end of finals)

Hold for following change(s): _____

Number of transcripts ordered _____

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

Name

Street Address 1

Street Address 2

City State Country Postal Code

Signature of Person Making Request

(Your request cannot be processed without a signature)

Main campus students

send transcript request to
Office of Academic Records
Attn: Transcripts
1000 Asp Avenue room 330
Norman OK 73019-4076
Fax 405-325-7047; Phone 405-325-4147

Extended Campus College of Professional & Continuing Studies (PACS) students

send transcript request to
PACS Office of Records
Attn: Transcripts
1700 Asp Avenue, Room B-1
Norman OK 73072-6400
FAX: (405) 325-7273; Phone: (405) 325-1022

NOTE: No transcript will be furnished for any person whose financial account with the University is not in good standing.