

# Request for Transcript/Registrar Services Form



Office of Admissions / Registrar & Records  
900 N. Portland Ave • Oklahoma City, OK 73107  
405.945.3291 • 405.945.3277 (Fax)  
records@osuokc.edu • www.osuokc.edu

Please print clearly. Transcript requests are processed daily and will be mailed within 24 hours of submission. Please allow 24 – 48 hours for other requests to be processed. Transcripts held for final grades will be mailed within 48 hours of the grade submission deadline.

Submit request to OSU-OKC Admissions/Registrar Services in person, by fax, U.S. mail or email (see above). *For quicker service, transcript requests may be made online using SIS.*

**IMPORTANT:** If you have any holds with OSU-OKC (ex: unpaid balance, loan exit interviews, etc.), transcripts or other requested documents will not be issued until the hold has been cleared by the appropriate office.

## Student Information:

Student Name : last first middle maiden

CWID or SSN Birth date (mm/dd/yy)

preferred email phone number

I give OSU-OKC Office of Registrar Services permission to contact me at this email address if necessary.

Student Signature--Requests will not be processed without a signature. Date

## Transcript Request:

Number of copies requested \_\_\_\_\_

Delivery Format:

- Send AFTER current semester grades are recorded
- Hold for pick-up (*will be available at Admissions/Registrar Services counter after 24 hours*)
- Mail to address below:

\_\_\_\_\_  
name/institution

\_\_\_\_\_  
street address

\_\_\_\_\_  
city, state, zip

*OSU-OKC will NOT fax official transcripts under any circumstances.*

## Item/Service Requested:

- Enrollment Verification/Insurance Verification
- Deferment Forms
  - For what semester do you request deferment? \_\_\_\_\_
- Letter Request – please attach a detailed explanation/description
- Consortium Agreement – attach to this form (*NOTE: allow up to one week for processing*)

Delivery Format:

- Hold for pick-up (*will be available at Admissions/Registrar Services counter after 24-48 hours*)
- Mail to:

\_\_\_\_\_  
name/institution

\_\_\_\_\_  
street address

\_\_\_\_\_  
city, state, zip

## For Office Use Only:

Processed by: Date: Comments: