

# UNIVERSITY OF OKLAHOMA – Request for Official Printed Transcript

NOTICE: To request a transcript in PDF format, see Ordering Electronic PDF Transcripts instructions at <http://www.ou.edu/recordsandtranscripts/transcripts.html>

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

**College of Liberal Studies and Advanced Programs students**

send transcript request to  
Outreach Registration and Records  
Attn: Transcripts  
1700 Asp Ave 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.