

UNIVERSITY OF OKLAHOMA – 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

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

 Street/Cddress 1

 Street/Cddress 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

Number of transcripts ordered _____

Please indicate how/when you want the transcript sent:

- Send now
- Hold for current semester grades
- Hold until degree is posted on record.
- Hold for following change(s):

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

 Name

 Street/Cddress 1

 Street/Cddress 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: 405-325-3121). Transcripts cannot be emailed.

Signature of Person Making Request _____

(Your request cannot be processed without a signature)

Office of Academic Records
 Attn: Transcripts
 1000 Asp Avenue room 330
 Norman OK 73019-4076
 Phone 405-325-4147
 Fax 405-325-7047
<http://www.ou.edu/recordsandtranscripts/home/transcripts.html>

College of Liberal Studies and Advanced Programs Students request transcripts from
 Outreach Registration and Records
 Attn: Transcripts
 1700 Asp Ave room B-1
 Norman OK 73072-6400
 FAX: (405) 325-7273; Phone: (405) 325-1022