



Please complete all information below. Incomplete forms will result in processing delays.

Student ID or SSN	Date of Birth	Contact Phone (very important)	
Last Name	First Name	Middle Name	Former Name (s)
Current Mailing Address (required)		City	State Zip
E-Mail		Attended from: Term/Year to Term/Year	
Degree Received and Date		School/Program Attended (i.e.: Graduate Nursing, Medical School etc.)	

I authorize OHSU to release my transcript as indicated below.

Student Signature (required - unsigned requests will not be processed)	Date
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Handling Fees:

Each Transcript ordered 48 hours in advance	12.00	Copies of Dean's Letter (1 st Page) M.D.'s Only	5.00
Each Transcript ordered, same day service*	17.00	Each additional Page	1.00
Each Faxed Copy**	17.00	Certified Copy of Diploma*** (please read below)	8.00
		Each additional copy ordered at same time	2.00

OHSU can not release transcripts from other schools. Records will not be released if there is a financial hold on your account.

* Same day service of a transcript is only a commitment to provide an official transcript or certified copy of a diploma to the student or mail it on the day it is ordered. The order must be received in the Registrar's Office by 3:00 p.m. to be eligible for same day service.

**It is the responsibility of the student to ensure the receiving institution will accept a faxed transcript. OHSU is not responsible for the readability of the fax transmission or for ensuring the receiving institution accepts the transcript.

***OHSU has retained copies of M.D. diplomas for graduates since 1990 as a courtesy. All others must provide a copy of their diploma, which we will certify to be true.

Special Handling: (optional)

Send after grades are posted: (term and year or course #) _____

Send after Degree or Completion Statement is noted: (term and year) _____

Other: _____

Send To:

<input type="checkbox"/> Send Now (ordered 48 hrs in adv.) <input type="checkbox"/> Send now (same day rush service) <input type="checkbox"/> Pick up (ordered 48 hrs in adv.) <input type="checkbox"/> Pick up (same day rush service)	<input type="checkbox"/> Send Now (ordered 48 hrs in adv.) <input type="checkbox"/> Send now (same day rush service) <input type="checkbox"/> Pick up (ordered 48 hrs in adv.) <input type="checkbox"/> Pick up (same day rush service)
Address Line 1	Address Line 1
Address Line 2	Address Line 2
City/State/Zip	City/State/Zip
Number of Transcripts to this Address: _____	Number of Transcripts to this Address: _____
Number of Cert .Diplomas to this Address: (***) read above) _____	Number of Cert. Diplomas to this Address: (***) read above) _____
Number of Dean's Letters to this Address: (MD only) _____	Number of Dean's Letters to this Address: (MD only) _____

<input type="checkbox"/> Send Now (ordered 48 hrs in adv.) <input type="checkbox"/> Send now (same day rush service) <input type="checkbox"/> Pick up (ordered 48 hrs in adv.) <input type="checkbox"/> Pick up (same day rush service)	<input type="checkbox"/> FAX NOW TO: Attention: _____ Fax Number: _____
Address Line 1	
Address Line 2	
City/State/Zip	
Number of Transcripts to this Address: _____	
Number of Cert .Diplomas to this Address: (***) read above) _____	
Number of Dean's Letters to this Address: (MD only) _____	