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 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
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 Address 1

Street Address 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