

## Request for Oberlin College Transcript

Complete and sign this form and mail it with your payment of **\$6.00** for each official transcript requested to:

Oberlin College Registrar's Office  
52 W Lorain St  
Oberlin OH 44074

Our normal turnaround time for transcript requests is five working days. During peak request periods (late fall through the end of January), our turnaround time may be as long as ten working days.

### **RUSH REQUESTS**

If you wish to have a transcript delivered more quickly than the normal 5 to 10 working days, you may ask us to expedite your transcript request. The charge is \$30.00 which includes the price of the transcript. Expedited transcript delivery includes locations within the continental United States. This fee will insure that we issue a transcript within 24 hours and that it is sent via FedEx (second day air). Contact our office for rates for delivery outside the United States. **Please note: FedEx requires a physical street address; P.O. boxes are not an acceptable address for FedEx delivery.**

There is a **\$6.00 fee** per official transcript. Payment must be received prior to processing a request. There is no charge for unofficial transcripts.

**Please note we are unable to accept credit card payments and we are unable to fax, scan or email transcripts.**

Transcripts will not be processed if the student has a financial obligation to the college. The student is responsible for contacting the Registrar's Office when the obligation has been met in order to have the transcript request processed.

Transcripts are usually processed within five working days EXCEPT during peak registration, grade processing or transcript periods.

# Request for Oberlin College Transcript

PLEASE PRINT YOUR RESPONSES:

I.D./Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Dates of attendance & graduation \_\_\_\_\_

First, middle and last name of student (include registration name if different):

\_\_\_\_\_

Your current address (number and street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

SEND # \_\_\_\_\_ OFFICIAL TRANSCRIPT(S) TO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SEND # \_\_\_\_\_ UN OFFICIAL TRANSCRIPT(S) TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's signature (REQUIRED): \_\_\_\_\_

Date of request: \_\_\_\_\_

Special instructions to transcript clerk:

\_\_\_\_\_ Deadline for receipt of transcript

\_\_\_\_\_ Do not mail until degree is posted (check below):

Semester & year graduated: \_\_\_\_\_

\_\_\_\_\_ Please include ALL written CR/NE evaluations on file

or just those specified here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Do not mail until grade is changed (check below):

Semester/Year: \_\_\_\_\_ Course: \_\_\_\_\_

\_\_\_\_\_ Do not mail until current semester grades are posted.

\_\_\_\_\_ Other (explain): \_\_\_\_\_

