



The Ohio State University Request for Official Transcript

TO THE GRADUATE APPLICANT: This form is for your convenience in requesting official transcripts of your record(s) from colleges and universities that you have attended or are currently attending. Present this form (with the appropriate fee) to the registrar of each institution to send your transcripts to **two different offices at Ohio State** - one copy to the **Office of Graduate and Professional Admissions** and one copy to the **graduate program to which you seek admission**. (Note: Copy this form for multiple requests and type or print your information.) Please supply the graduate program name and address below. **Do not send transcripts of course work taken at Ohio State. The Office of Graduate and Professional Admissions will obtain them directly from the Office of the University Registrar (at no cost to you) after your application arrives.**

STUDENT ATTENDANCE INFORMATION:

Full legal name _____
Area Code and Phone Number _____

Name on transcript, if different from above _____

Dates of attendance: from ____/____/____ to ____/____/____ Date of Birth _____
Mo Yr Mo Yr

Degrees earned _____ Date(s) _____

Current address: _____
Number and Street

City State Zip Country

TO THE REGISTRAR OF: _____
Name of Prior University

I am applying for graduate admission at The Ohio State University. I authorize you to send two official transcripts of my record to The Ohio State University, one each to the two offices listed at the bottom.

Student's signature: _____ Date: _____

1. Send one set of official transcripts **together with this form** to:

(International applicants mail to:)
Graduate Admissions Office
The Ohio State University
P.O. Box 182083
Columbus, OH 43218-2083
USA

2. Send a second set of official transcripts **together with this form** to:

Graduate Studies Committee Chair

Graduate Program
The Ohio State University

(Domestic applicants mail to:)
Graduate Admissions Office
The Ohio State University
P.O. Box 182004
Columbus, OH 43218-2004
USA

Room and Building

Number and Street
Columbus, OH 43210 USA