



# Request for Oberlin College Transcript

Complete and sign this form and mail it with your payment of **\$5.00** for each *official* transcript requested to:  
**Oberlin College Registrar's Office**  
52 W Lorain St  
Oberlin OH 44074

There is a **\$5.00** 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 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 (usually December and June).

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: \_\_\_\_\_

**OCEAN PROGRAM**

\_\_\_\_\_ Do not mail until grade is changed (check below): Semester/Year: \_\_\_\_\_ Course: \_\_\_\_\_

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