Former Student Unofficial Transcript Request

Please Note: Requests are typically processed within two to three business days. There is no charge for an unofficial transcript.

Current Name ____________________________________________________________

Former Name ____________________________________________________________

Date of Birth _____________________________________________________________

1. Dates of attendance (approximately): ______________________________________

2. Which major(s) or program(s) did you pursue? ________________________________

3. Did you graduate? ☐ Yes ☐ No

   If yes, please confirm name of degree(s) earned: _______________________________

4. Please provide an answer to one of the following questions: title of a course you took while in attendance at Oberlin or name of your advisor:

   _________________________________________________________________________

5. Number of unofficial transcripts requested: _________________________________

6. Do you want your unofficial transcript(s) mailed or emailed? ☐ Mailed ☐ E-Mailed

   Please provide mail or email information in box below:

   _________________________________________________________________________

7. Comments: _______________________________________________________________________


   Signature: ___________________________________________ Date: _________________

You may send your completed form to one of the following addresses:

   Email  transcript@oberlin.edu

   Mail  Oberlin College
        Office of the Registrar
        101 N. Professor St.
        Oberlin, Ohio 44074