



# 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 (not including Ohio State) 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 **Graduate Admissions Office** 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.

### 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

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

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

Graduate Studies Committee Chair  
\_\_\_\_\_  
Graduate Program  
The Ohio State University  
\_\_\_\_\_  
Room and Building  
\_\_\_\_\_  
Number and Street  
Columbus, OH 43210 USA