



Office of the Registrar
Request for Official Transcript

Name _____
Last First Middle Maiden

Please list all other names you may be listed under: _____

Student ID Number _____ Contact Phone: _____

E-mail _____

Address _____

Date of Birth _____ Are you currently enrolled at OCU? Yes No

If not currently enrolled, dates of attendance _____
Did you graduate from OCU? Yes No

Number of transcripts ordered _____

___ To be picked up _____ Hold for current Sem. Grades (term _____)
___ Mail to address(es) listed below _____ Hold until degree is posted
___ Email via eSCRIP-SAFE

E-mail transcript to the following address:

Mail transcripts to the following address(es):

Note: If you have any unpaid accounts with the University, transcripts will not be issued until clearance is issued by Bursar. Transcripts cannot be faxed.

Signature _____ Date _____
(Cannot process without signature)

Mail request to: Oklahoma City University fax: (405) 208-6047
Registrar's office Please call (405) 208-5298
2501 N. Blackwelder for fax confirmation
Oklahoma City, OK 73106
or scan form and email to: Registrar@okcu.edu