

Student Information: (Please type or print)

Current Last/Family Name: _____ **First:** _____ **Middle:** _____

SSN or UO Id #: _____ **Date of Birth:** _____

Name(s) while attending UO: _____

Current mailing address (Required): _____

City _____ State _____ Zip Code _____ Country _____

Telephone (daytime): _____ E-Mail: _____

Attendance Information: (fill in all that apply)

Dates of attendance: _____ to _____ UO degree(s) awarded: _____
Term/Year Term/Year Term/Year Degree

Signature of Student (Required): _____
Date

I understand that my signature authorizes the release of my academic records.

*** Payment for Rush, Overnight, and/or Excess Transcript Order is required.**

If payment is not received for Rush, Overnight, and/or Excess Transcript Orders, your order will not be processed.
Please use the Credit Card Charge Authorization on Page 2.

Transcripts Issued to Student:

_____ Transcripts: Regular
Quantity (Maximum: 5 for free **) Rush
**See page 3 for more information Overnight
 Mail to me (at mailing address above)
 I will pick up (at Oregon Hall – 2nd floor)

Special Instructions: (optional)

Send after grades are posted: _____
 Send after degree is awarded: _____
 Other: _____

Transcripts not Issued to Student:
(Complete mailing address is required.)

_____ Transcripts: Regular
 Rush
 Overnight

Additional Transcripts not Issued to Student:
(Complete mailing address is required.)

_____ Transcripts: Regular
 Rush
 Overnight

CREDIT CARD CHARGE AUTHORIZATION

I hereby authorize The University of Oregon to charge my Visa or MasterCard.

Circle: VISA MASTERCARD

Cardholder's name (print): _____

Card number: _____

Expiration Date: _____

Cardholder's signature: _____

Credit Card Billing Address: _____

Today's Date: _____

Cost Information

Regular - \$0 (Free up to five per day and 30 in a calendar year starting January 1. Transcripts will be mailed out in three to five business days after order is received or ready for pickup in two business days after order is received.)

Rush - \$15 per address (Transcripts will be mailed out same day if received before 10:00 am Pacific Time. Orders received after 10:00 am Pacific Time are mailed out the following business day.)

Overnight - \$15 fee **plus** shipping fee per address (Transcripts are sent out the same day using a standard overnight courier service if received before 10:00 am Pacific Time. Orders received after 10:00 am Pacific Time are mailed out the following business day. Standard overnight service does not deliver on Saturdays, Sundays, or certain holidays; therefore, transcripts sent overnight on Friday will be delivered on the next business day.)

Couriers will not deliver to PO Box addresses; therefore, we will ship to PO Box addresses via US Express mail only.

Excessive Transcript Order Fee - \$5 per copy will be charged if more than five transcript copies are ordered in a single day, or more than 30 in a calendar year starting January 1.

Ordering

The University of Oregon does not charge a fee for official transcripts. You may order a maximum of five official transcripts per day for free; however, there are fees charged for special services. If you ask that your transcript be mailed on the same day, we must receive your request by 10:00AM Pacific, and we will bill you a \$15 rush processing fee. If you request Overnight mail, you will be charged \$15 Rush fee plus the delivery fee (deliveries to PO Box addresses will be sent using two to three day Express Mail). Clearly mark the appropriate boxes on the request form. Regular processing time is three to five business days from receipt of request. **You will be charged \$5 per copy for each copy ordered over five transcripts in a single day or 30 copies in a calendar year starting January 1. Additional Rush fee(s) will apply for every 5 transcripts per address.**

You may print an unlimited number of unofficial transcripts from DuckWeb at no charge, as long as you know your 9-digit UO Id number and your 6-character Personal Access Code (PAC). You may view your ten most recent orders in DuckWeb. Students enrolled prior to 1986 may not have records available in DuckWeb.

The URL for DuckWeb is:

<https://duckweb.uoregon.edu>

To order a transcript, write to:

**Transcript Request
Office of the Registrar
5257 University of Oregon
Eugene, OR 97403-5257**

You may also fax your order to: **(541) 346-6682**

Your correspondence should include the following:

- Written signature (a computer-generated signature cannot be accepted)
- UO Id number or Social Security Number
- Date of birth
- Name(s) while attending UO
- Current address
- Telephone number or e-mail where we can reach you during the day
- Dates of attendance
- Degree(s) awarded
- Address to which transcript is to be sent
- Include special mailing instructions or forms to be attached
- Payment for Rush, Overnight, and/or Excess order: a credit card (Visa or MasterCard only) number and expiration date

Exclusions:

- E-mail and telephone requests cannot be honored.
- Photo identification is required when ordering and picking up transcripts in person.
- Transcripts cannot be received or sent to other addresses by fax or email.
- Another person may not request a student's transcript without specific written authorization from that student.
- Transcripts will not be issued if the Office of Business Affairs and/or the Dean of Students Office have placed a transcript hold on an academic record.
- The University of Oregon will not provide copies of test scores (e.g., TOEFL, GRE, SAT, GMAT) or transcripts of academic work from other institutions. You must contact the original institution for transcripts.
- Transcripts ordered for pick-up are held at 220 Oregon Hall for 30 days and then destroyed.

For more information about ordering a transcript or to inquire about a transcript order, please call (541) 346-2935.