



**REGISTRAR'S OFFICE**

Questions? – contact us at:  
**transcriptrequest@eou.edu**  
 Ph: 541-962-3504  
 Fax: 541-962-3799

**TRANSCRIPT REQUEST**  
**OFFICIAL TRANSCRIPTS MUST PAID IN ADVANCE OF PROCESSING**

OFFICIAL (**\$10.00 EA**) QTY: \_\_\_\_\_ UNOFFICIAL (**NO CHARGE**) QTY: \_\_\_\_\_

*Special processing charges: (please check if needed and include in payment total)*

- INTERNATIONAL POSTAGE** Fee – **\$2.50** for each international address
- EXPEDITED SERVICE/RUSH FEE** – Additional **\$15.00** per request (Request will be processed same day and sent out 1<sup>st</sup> Class mail. **Must be at REGISTRAR's office by 11:00am**)
- NEXT DAY DELIVERY** FedEx Service – (Additional **RUSH FEE** applies per request)  
 FedEx charges vary based on zip code. You will be billed directly by FedEx – Requires credit card info.  
**Request is due in REGISTRAR'S office by 11:00am to be processed for next day service.**

Requests are processed within 7-10 business days in the order which they are received. End of term requests may take longer. **NO transcripts will be issued unless payment is received and all outstanding accounts/debts are paid.** Only EOU transcripts will be sent. Records for coursework completed at other institutions must be requested from each individual institution.

**PLEASE PRINT**

STUDENT ID or SSN # \_\_\_\_\_ DOB \_\_\_\_\_

\_\_\_\_\_  
 LAST NAME FIRST NAME MI OTHER NAME(S) USED

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 CITY STATE ZIP CODE COUNTRY

\_\_\_\_\_  
 CURRENT PHONE E-MAIL ADDRESS

**SIGNATURE** Actual signature is required – no transcripts will be processed without signature. **NO ELECTRONIC signatures accepted**

X \_\_\_\_\_

<b>SEND TRANSCRIPT TO</b>	<b>SEND TRANSCRIPT TO</b>
NAME _____	NAME _____
ADDRESS LINE 1 _____	ADDRESS LINE 1 _____
ADDRESS LINE 2 _____	ADDRESS LINE 2 _____
CITY/STATE/ZIP _____	CITY/STATE?ZIP _____

<input type="checkbox"/> <b>DO NOT SEND TRANSCRIPTS</b> <b>( I will pick up at Registrar's Office)</b> <i>(Allow at least 2 business days for processing)</i>	<b>CHECK ONE</b> <input type="checkbox"/> Attended prior to 1992 <input type="checkbox"/> Approx. date of last attendance _____	<b>CHECK ONLY IF APPLICABLE</b> <input type="checkbox"/> Process <i>AFTER</i> current term grades are posted <input type="checkbox"/> Process <i>AFTER</i> degree is awarded <input type="checkbox"/> Process <i>AFTER</i> removal of incomplete grade
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**PAYMENT INSTRUCTIONS:**  
 Send payment required (including additional processing fees) with request or make Credit/Debit card payment online by going to:  
[https://ssb-prod.ec.eou.edu/PROD/pwz\\_t\\_portal.p\\_payment\\_portal](https://ssb-prod.ec.eou.edu/PROD/pwz_t_portal.p_payment_portal) **(This link requires a STUDENT ID NUMBER – SSN WILL NOT WORK)**

<i>Official use only:</i> Init: _____ Date: _____ Charges applied to account _____ Notes: _____	<b>METHOD OF PAYMENT:</b> (Please do not mail cash) CASH <input type="checkbox"/> CHECK/MONEY ORDER <input type="checkbox"/> PAID ONLINE VIA STUDENT PORTAL <input type="checkbox"/>
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**PRINT OUT FORM AND RETURN TO**  
 REGISTRAR, INLOW HALL #105, ONE UNIVERSITY BOULEVARD, LA GRANDE OR 97850  
 phone: (541) 962-3504 ● fax: (541) 962-3799 ● [transcriptrequest@eou.edu](mailto:transcriptrequest@eou.edu)