



To: University Partners

From: The Office of the University Registrar

Date: Revised July 14, 2016

Subject: Defining an Official Transcript at The Ohio State University

Over the last year the Office of the University Registrar has met with various constituents across Columbus and Regional campuses to discuss the manner in which transcripts are received by the institution, and subsequently forwarded to the Transfer Credit Center for official transfer credit evaluation processing. The Registrar's Office is experiencing a number of processing issues with forwarded transcripts including: the inability to access electronic transcripts that were initially addressed to another part of campus, distorted faxed images, the inability to determine the originating sender, time delays, and lost documents.

In addition, the higher education community in general has seen a spike in fraudulent transcripts. Best Practice within higher education is for the original document to be received directly from the sending institution by the processing office in order to best ensure integrity of the document. In order to facilitate this and to add an extra level of security, the Ohio Department of Higher Education (ODHE) has a structure in place that requires Ohio public institutions to transmit post-secondary transcript data electronically through a statewide clearinghouse. This avenue has allowed public higher education institutions to transmit data very quickly and securely. To address these issues and to match state expectations, the Office of the University Registrar is reaffirming what is considered an acceptable document to award transfer credit.

Effective August 1, 2016, all incoming transcripts should be sent the following ways:

Electronic Transmittal: Institutions offering electronic delivery typically have a database of colleges and universities in which a student can select when initiating an electronic transcript request. This does not require the student to enter an email address and the transcript gets properly routed to the processing office at OSU. In the absence of a list of schools to select, students can request that their transcript be delivered to **esue-studugt@osu.edu** (for undergraduate students) and **gpadoes@osu.edu** (for graduate/professional students).

Transcripts should not be issued to student or addressed to a different OSU address. If available at the sending institution, this is the preferred method because it provides the most security and can cut 2-4 weeks off of processing and delivery time.



US Mail: Transcripts should not be issued to student or addressed to a different OSU address. Transcripts received through other avenues at The Ohio State University will be deemed unofficial and transfer credit will not be evaluated.

Undergraduate Students: The Ohio State University
Undergraduate Admissions
PO Box 182646
Columbus, OH 43218-2646

Graduate/Professional Students: The Ohio State University
Graduate/Professional Admissions
P.O. Box 182004
Columbus, OH 43218-2646

Once received, transcripts are loaded into OnBase, indexed and picked up by automated checklist processes and/or workflows as applicable. After successfully loading into OnBase, the document is immediately available to all users. If you do not currently have view access for transcripts within OnBase, please have your security contact email access@osu.edu.

Detailed instructions for students can be found on the Office of the University Registrar's website under Transfer Credit. The Transfer Credit Center has been working with Admissions, Advising, First Year Experience and the Student Service Center to update both print material and electronic communications to address this change as it is extremely important to send a unified message.

If you haven't already done so, please update any of your communications regarding submission of transcripts to The Ohio State University and feel free to refer customers directly to our website: http://go.osu.edu/transfer_credit