



Oklahoma Baptist University
Transcript Request

Date: _____

Student Number/SSN: _____

Full Name: _____
Last First Middle

Dates of Attendance: _____

Date of Birth: _____

Other Names: _____

Daytime Phone: _____

E-mail Address: _____

Home Address: _____

Campus Box: _____

+++++++Handling+++++++

+++++++Special Requests+++++++

[] Pick-up
Date: _____ Time: _____

- [] Send after posting grades
[] Send after posting degree
[] Seal and sign envelope
[] Other: _____

[] Mail to: _____

Name

Address

City, State, Zip

Number of Copies to be Sent: _____

Student Signature: _____

- Transcripts will be held until all financial obligations to the University have been met and exit interviews completed.
There is no fee for transcripts from Oklahoma Baptist University.
Please allow at least one full working day in addition to normal postal mail service. Allow three to five days for requests made during enrollment or grade posting periods.
To request a transcript you may:
o Deliver this request in person to the Oklahoma Baptist University Academic Center
o Mail it to: OBU Academic Center, OBU Box 61173, 500 West University, Shawnee, OK 74804
o Fax it to: (405) 878-2046

Questions? Call 405-878-2024.