



Instructions: This form is for paper transcripts only. Complete and SIGN (actual signature, not digital) this form and either deliver to the Registrar's Office, Campus Center 320; fax it to 781-292-2344; or scan and email signed form to registrar@olin.edu. Unofficial transcripts can be viewed or printed from your <https://my.olin.edu> account. **For electronic copies of your official transcript, use the link in the portal or [here](#) to the National Student Clearinghouse.** There is a fee for transcripts ordered through the Clearinghouse, whether electronic or paper.

Student Information:

Last Name: _____ First Name: _____

Student ID: _____ Major: _____

Graduation Date (actual or expected) _____ Partner Year (2001-02)? ☐ Yes ☐ No

No. of transcripts to pick up: _____ No. of transcripts to mail: _____

Send transcript(s) to:

Send transcript(s) to:

Send transcript(s) to:

Send transcript(s) to:

Signature/Date:

For Office Use:

Transcripts Printed: Initial/Date: _____ Transcripts Mailed: Initial/Date: _____