

**Instructions:** 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](mailto: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 small 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?  Yes  No

No. of transcripts to pick up: \_\_\_\_\_ No. of transcripts to mail: \_\_\_\_\_

**Send** \_\_\_ **transcript(s) to:**

Due date:

**Send** \_\_\_ **transcript(s) to:**

Due date:

**Send** \_\_\_ **transcript(s) to:**

Due date:

**Send** \_\_\_ **transcript(s) to:**

Due date:

**Signature/Date:****For Office Use:**

Transcripts Printed: Initial/Date: \_\_\_\_\_ Transcripts Mailed: Initial/Date: \_\_\_\_\_