



# Ohio Medical Career College

Dayton Campus: 1133 S. Edwin C. Moses Blvd, Suite 110 Dayton, OH 45417  
Phone: (937) 567-8880 Fax: (937) 567-8881 Website: [www.omcc.edu](http://www.omcc.edu)

## Request for Official Transcript

### Request From:

Student Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I, \_\_\_\_\_ (print student name), give Ohio Medical Career College (OMCC) permission to send \_\_\_\_\_ (number) copies of my official transcript to the name and address identified below.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Where Transcripts Should be Sent:

\_\_\_\_\_

(Recipient Name/Office)

\_\_\_\_\_

(Complete Mailing Address)

\_\_\_\_\_

\_\_\_\_\_

### Service Options & Fees:

	Service (check one)	Fee (per transcript)	Availability
<input type="checkbox"/>	Standard In Office Pick-Up	\$10	Picked up in the Registrar Office in three (3) business days (form and payment must be submitted in person).
<input type="checkbox"/>	Same Day In Office Pick-Up	\$15	Picked up in the Registrar Office on the same business day (form and payment must be submitted in person).
<input type="checkbox"/>	Standard Mailing	\$20	Processed within four (4) business days of receipt of form and payment, and then mailed via USPS Standard Mail.
<input type="checkbox"/>	Certified Mailing	\$30	Processed on the same day of receipt of form and payment, and then mailed via USPS Certified Mail.
<input type="checkbox"/>	Rush Mailing	\$40	Processed on the same day of receipt of form and payment, and then mailed via USPS Priority Mail Express.

Transcript request forms can be submitted in any of the following ways:

- In person at OMCC Dayton Campus
- By mail to the OMCC Registrar Office, 1133 S Edwin C Moses Blvd, Ste 110, Dayton, OH 45417
- By email to [registrar@omcc.edu](mailto:registrar@omcc.edu)
- By fax to (937) 567-8881

### Instructions & Reminders:

Your account must be cleared of all holds before your request can be processed. Please check your holds and unmet financial obligation with OMCC Bursar Office by email at [bursar@omcc.edu](mailto:bursar@omcc.edu). Payments should be made out to Ohio Medical Career College; acceptable forms of payment are cash, money order, and certified check. Transcripts are mailed via the U.S. Postal Service, please allow sufficient time for mail delivery. Transcripts you request for pick-up are available at the Registrar Office; you will be required to show a valid photo ID at the time of pick-up. OMCC does not distribute official transcripts of academic work from other institutions; you must order transcripts directly from the institution where you completed the coursework. In order for a third party to pick up your transcript, you must provide the person with written, signed authorization. The person will be required to show your written authorization and his/ her photo ID at the time of pick-up. OMCC is not responsible for undeliverable transcripts or transcripts not picked up within 30 days of being processed.