

OSU Electronic Transcript Request Process

- TSPC requires **official** transcripts to be submitted at the time a teaching license is requested. Transcripts should be submitted from any institution that the applicant took courses that applied toward their teacher education program **and** that do not show up on their OSU transcript.
- This process applies to current/former students who have attended OSU since Fall 1991 and require transcripts to be sent to TSPC (*Note: TSPC prefers this delivery method to be used*).
- From the Oregon State University home page (www.oregonstate.edu), click **Online Services** (top of the page).
- Click My OSU.
- **Username Field:** enter your ONID username or SSN/OSU ID#
- **Password Field:** enter your ONID password or GAP (General Access Pin; a six-digit number that is originally set to your birth date in the MMDDYY format.) For first-time users, it will say that your GAP has expired. Re-enter your date of birth for your “old GAP” then set up a new six-digit number. If you do not remember your GAP enter your ID number, click the Forgot GAP button, answer the security question and reset your GAP. If you are unable to log in to the system, contact the Registrar – 541-737-4331.
- Once logged in, click on Student →My Transcripts (under My Student Stuff)→Main Menu→Student Records
- Click **Request Printed/Official Transcripts**.
- **Page One**—Destination. In the box that says “Other College” type **OTSPC**.
- Click **Continue**. Choose **Official** for transcript type.
- **Page Two**—“Choose Official Credit Transcript” for transcript type.
- Click continue
- **Hold for Degree or As Soon as Possible**—if you are completing a bachelor’s degree as part of your teacher education program, you must select the “Hold for Degree” option so the degree shows on the transcript that is sent to TSPC. If you are completing a master’s program, you can choose “As soon as possible” **or** “Hold for Degree”. Note that degrees take 3-4 weeks after the end of the term to post. If you need your license right away and you already have a bachelor’s degree, you can choose the “As soon as possible” option. However, you will want to request another electronic transcript to be sent after your master’s degree is posted so that TSPC has record of your progress towards the next level of licensure. In this case, you should not list your master’s degree on your C1 application to TSPC as it will not show up on your transcript.
- Review the summary of your request—if all is correct click on "Submit Request". Note that the screen may say that no delivery method is selected. This is fine.
- Although there is no charge for electronic transcripts, if you have a hold on your account, your transcript will not be sent until your account is cleared.

If you need assistance call Transcripts at the Registrar’s office - 541-737-4331.