


Oral Roberts University

Registrars Office

To order an Official Transcript go to:

Vision.oru.edu

Click Official Transcript



VISION ENROLLMENT & REGISTRATION SYSTEM

Login with Username & Password Login via ORU Single Sign-On with your username and password (Recommended)	Select Housing Housing information and application	General Financial Aid Financial Aid application and information links	Course Schedule View the current schedule of classes (sections, days and times)
Login with Z-Number & PIN ***NEW STUDENTS LOGIN HERE*** Login with your Z-Number and PIN if you do not have an ORU username. (Alternative)	How to Enroll at ORU Steps to Enroll and Complete Registration	Academic Calendars and Final Exam Schedules Click here to visit the Registrar's website for Academic Calendars and Final Exam Schedules.	Admissions Apply for Admissions
Summer Schedule View the course offerings for the upcoming summer term.	Official Transcript Order an Official Transcript		

This pulls up the National Student Clearinghouse page:

Enter Oral Roberts University on this page, for the school you are ordering your transcript from. Many different schools use the National Student Clearinghouse.

System Messages

Important Information: There may be delays or disruptions processing transcript requests by institutions closed due to the Coronavirus. Please check the school's website for closure information.

Important Information: MAIL ALERT: Due to the evolving pandemic, there are notable delays in US and International mail delivery. There are also some international jurisdictions where mail cannot be delivered. Please visit <https://about.usps.com/newsroom/service-alerts/international/welcome.htm> for updates. We recommend selecting electronic delivery if offered by your school.

Order a Transcript

Enter the school you want to request your transcript from
Oral Roberts University

Oral Roberts University

CONTINUE >



2300 Dulles Station Blvd, Suite 220
Herndon, VA 20171

Click Continue

Click Order Transcripts:

Transcript Ordering Center

System Messages

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School Notifications

Oral Roberts University is pleased to be partnering with the National Student Clearinghouse to provide you with a secure and efficient method for the delivery of your official transcript. Transcripts can be sent to any destination as an electronic PDF. Official transcripts cannot be sent via fax.

Please contact the Registrar's Office at registrar@oru.edu with any questions.

Clearinghouse Notifications

Payment will be accepted, if a cost is involved, with any major credit or debit card. Your credit or debit card is not charged until your school sends your transcript(s). However, if you use a debit card, your bank may put a hold on your funds when we pre-authorize your payment. If you have questions on the pre-authorization, please contact your bank.

 [ORDER TRANSCRIPT\(S\) >](#)

[View Transcript Order Status](#)

The first screen is your personal information:

Enter First Name, Last Name, Date of Birth MM/DD/YYYY. Answer the question Has your name changed since attending school. If yes enter name attended school as:

Enter Personal Information

Personal Information All fields required, unless otherwise indicated

First Name _____	Middle Name _____ (Optional)	Last Name _____
Date of Birth _____ MM/DD/YYYY	Has your name changed since attending school?	<input type="button" value="YES"/> <input type="button" value="NO"/>

Then for your Student Identification Information you can either enter your Z# twice or use your Social Security Number also would enter twice. You do not need to enter both your Z and Social. If using your Z# make sure you use a Capitol Z no spaces or dashes.

Student Identification Information <small>One of the following is required</small>	
Z Number <small>Dashes are not allowed</small>	Confirm Z Number <small>Dashes are not allowed</small>
OR	
Social Security Number <small>xxx-xx-xxxx</small>	Confirm Social Security Number <small>xxx-xx-xxxx</small>
Are you currently enrolled at Oral Roberts University?	<input type="button" value="YES"/> <input type="button" value="NO"/>

Answer the Question Are you currently enrolled at Oral Roberts University

Hit continue

The next screen is more of your personal information

Enter all information, click on if you want text updates and if you want the school to use the information to update their records. Hit continue

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City State/Territory/APO

Zip/Postal Code Country

United States

Email Confirm Email

Phone Number
(xxx) xxx-xxxx

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-In mobile phone number for all existing transcript orders. Do you agree to Opt-in? [Terms of Use and Privacy Policy](#).

YES NO

Allow the school to use this information to update their records? YES NO

CANCEL ORDER CONTINUE

Then you get to where do you want your transcript sent to and delivery details.

Transcript Ordering Center

ORU MAKE NO LITTLE PLANS HERE Help 0

1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? ▾

CANCEL ORDER CONTINUE

You can choose from the following:

Note: If your school is not listed under College or University change it to Employer or Other and enter their information there.

College or University

Education Organization, Application Service and Scholarships

Employer or Other

Myself

[Note: Also If this is for your personal records you might want to just order an unofficial transcript: If you send an official transcript to yourself it is no longer considered official if you open the envelope.

To Order an Unofficial transcript go to:

Registrarforms.oru.edu

Click request unofficial transcript]

Enter the information then hit continue:

This brings up Select Transcript and Delivery Details:

First when do you want your transcript processed?

You want to choose Current Transcript – Process As Is (unless you are a graduating senior and your degree has not been awarded yet. Then you would choose After Degree is awarded)

Current Transcript - Process As Is

After Degree Is Awarded

Current Transcript –Process As Is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

After Degree Is Awarded

NOTE: Your transcript will be sent after you complete the degree program you indicate below you are working towards and your degree has been awarded.

Degree Title

Undergraduate Bachelor of Sci Business Administration

Delivery Information

Answer the Terms and Conditions Question

Delivery Information

How do you want your transcript sent?
Electronic

How many copies do you want?
1 copy = \$3.50

School's Terms and Conditions:
Transcript will be sent by Electronic Exchange (ETX).

I have read and accept my school's terms and conditions for the delivery method of Electronic?
Acceptance to the Terms and Conditions is required.

YES NO

Then you can add a document to the file if it is something needing sent with your transcript:

Upload Attachment (optional)

Do you want to send additional documents with your transcript?

ADD FILE +

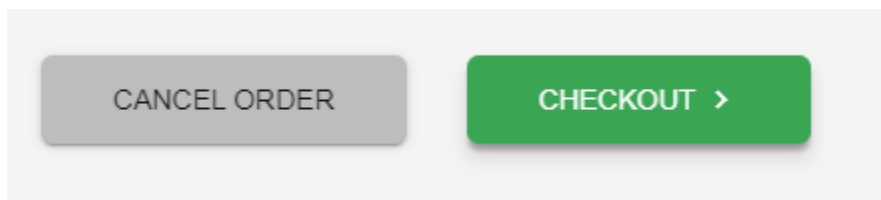
Then your fee summary (Note: This may be different than the screen shot depending on how you are sending your order)

Fee Summary	
Transcript Quantity Fee	\$3.50
Total Fee for this Recipient	\$3.50

Click Continue

This will bring up your pending order details:

Then click CheckOut



Sign with your mouse and click accept signature

Electronic Consent Form

The fastest way to submit your consent form is electronically. Use your finger or mouse to draw your signature in the box. After you submit your signature, you may download a signed copy of the consent form for your records prior to providing payment in the next step.

Need Help Signing? ⓘ

Sign Here

Sign Here

Signature Date:





Click continue:

Then your payment details need entered and submit order

Checkout

Payment Details All fields required, unless otherwise indicated

Accepted Credit Cards:

Card Holder Name Card Number

Full Name
Exp Date CVV

MM / YY ...

Do you want to use your contact address as your billing address?

Address 1
Street number and name or PO Box

Address 2
Building, campus box, floor, apt, suite (Optional)

City State/Territory/APO

Zip/Postal Code Country

United States

Selecting 'Submit Order' will transmit your payment information to [First Data Corp.](#), a third party payment processing provider. First Data will only share your name, address, or e-mail address with National Student Clearinghouse.

Note:

If you receive notice that you have a hold preventing your transcript from being sent. You can reach out to the Registrar's office to see what the hold is and how to resolve it. Registrar@oru.edu or 918-495-6549