



## OPSU POLICIES AND PROCEDURES

TITLE: Official Transcripts

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ISSUSING SOURCE: Bobby Jenkins, Registrar and Director of Admissions

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All official transcripts from colleges/universities must be sent to the admissions office in a sealed envelope from the corresponding college/university. Any official transcripts that are hand delivered and/or not in the sealed envelope from the corresponding school/university will not be accepted as official transcripts.

If you have any current transcripts that were not received in sealed envelopes from a school, we will need to verify the validity of the transcripts. Attach the sealed envelope to the back of the official transcript that we received. The envelope will be a part of the validation process and will need to be in the student's file as well. Such documents are to be opened by full time admissions staff only in order to verify the validity of transcripts.

Please note this on all correspondence to prospective students.