

ORDERING OAKLAND UNIVERSITY TRANSCRIPTS ONLINE

If it is possible that you have holds on your account or are not a current student at Oakland University please go to a service window

- If you are a student at Oakland University and do not know your Grizzly ID, please go to a service window
- If you are a current student then you can order your transcript online through accessing your SAIL account

- You can access your SAIL account by going on to OU's home page
- Click the 'MySAIL' link in the upper right corner

The screenshot shows the Oakland University website home page. At the top, there is a navigation bar with links for Academic Calendar, Directory, Maps, Jobs at OU, Research, Donate, eBill, Webmail, MySAIL, and Moodle. Below this is the Oakland University logo and a search bar. A navigation menu includes links for Future Students, Current Students, Alumni, Visitors & Friends, and Faculty & Staff. A blue arrow points to the 'MySAIL' link in the upper right corner. The main content area features a large banner with the text 'SEE WHAT'S HAPPENING AT OU THIS SUMMER'. Below the banner is a grid of service tiles: APPLY NOW FOR FREE, REGISTER FOR CLASSES, ACADEMICS, GRADUATE STUDY, SCHOOL OF MEDICINE, PRESIDENTIAL SEARCH, LIBRARY, ATHLETICS, UNDERGRADUATE ADMISSIONS, GRADUATE ADMISSIONS, ALUMNI, and GIVING.

- Log into SAIL using your Oakland email and password

Oakland University.

Enter your NetID and Password

NetID: @oakland.edu

Password:

[Sign In](#)

[Forgot Password? >](#)
[New student? Get your NetID and password. >](#)
[Need help? Click here for more information. >](#)

Usage of all Oakland University systems, services, and networks is governed by official OU IT and Security Policies. By accessing these resources you agree to use all information technology resources responsibly and comply with University policies and guidelines. [Click here for more information.](#)

Quick Links

- [Faculty and Staff SAIL](#)
- [Alumni and students who have not registered in the past year SAIL](#)
- [Class Schedule Search](#)
- [Course Catalog](#)
- [eBill Student Bill and Payment](#)
- [Financial Aid and Student Employment](#)
- [Transcript Requests](#)
- [OU Graduates](#)

- After logging into SAIL, click on the SAIL button on the table to right under where it says **IMPORTANT OAKLAND SERVICES**

Oakland Services

Important Oakland Services

- Sail**
- Webmail**
- OakShare**
- Oakland University Emergency Notification**
- Campus Directory**
- OUCareerLink**
- Grizz Orgs**
- My Housing**
- Bear Bus**

- Next, click on the box with the heading **STUDENT SERVICES**

Personal Information **Student Services** Employee Financial Aid

Personal Information: View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security number change information; change your PIN, Security Question and Answer; customize your directory profile .

Student Services: Register for classes; access eBill (to review your student account, view billing statements, enroll in a payment plan or pay your bill); display class schedule; view holds; display grades; request or view transcripts; or run a degree evaluation; apply to graduate.

Employee: Access Leave Reports and view information on your earnings, benefits, deductions, beneficiaries, pay history, direct deposit, tax forms, OU position history since 1999, and more.

Financial Aid: View financial aid status and requirements, award information, holds, and enroll in direct deposit.

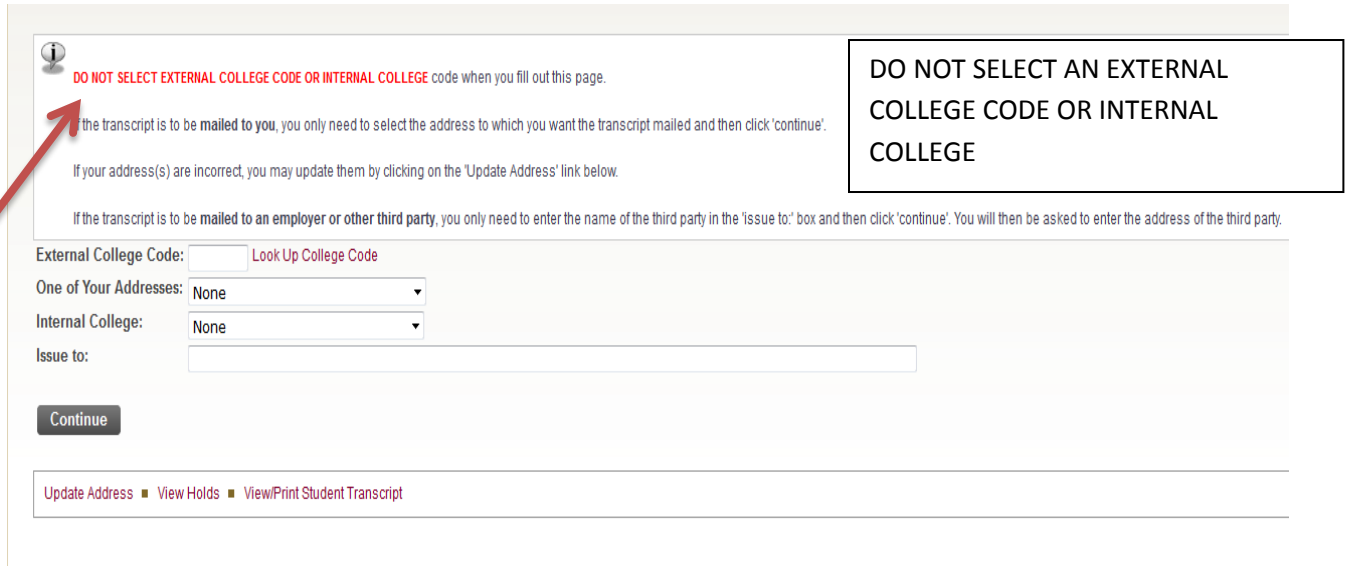
RELEASE: 8.5.4

- After clicking on **Student Services**, smaller boxes will appear. Click on the box that says **STUDENT RECORDS**
- It will give you a drop down menu, click on the box that says **REQUEST OFFICIAL TRANSCRIPT**

<p>Admissions File an application for admissions; Review existing applications, their status, and the status of supporting requirements.</p>	<p>Registration Check registration status (holds, class standing, etc); add or drop classes; select variable credits; display class schedule.</p>	<p>eBill Student Bill and Payment To review your student account; view billing statements; enroll in a payment plan or pay your bill.</p>	<p>Direct Deposit - Non-Payroll Enroll in direct deposit for: employee reimbursements, financial aid refunds, refunds of payments made by cash or check for dropped classes, reimbursements for expenses related to student organizations.</p>
<p>Direct Deposit - Payroll Enroll in direct deposit of employee salary or wages earned on a bi-weekly or monthly basis.</p>	<p>Student Records View your holds; display grades; view or request transcripts; run a degree evaluation; view your 1098-T notification; apply to graduate.</p>	<p>National Student Clearinghouse Obtain enrollment verification.</p>	<p>Manage Proxy Provide proxy access for parents, spouse, and others to view the SAIL pages you select.</p>

- Course Catalog
- Final Grades
- View/Print Student Transcript
- View Holds
- Direct Deposit - Payroll
- Apply to Graduate
- Class Schedule
- View Current Curriculum
- Request Official Transcript
- eBill Student Bill and Payment
- Select Tax Year
- View Application to Graduate
- Midterm Grades
- Degree Evaluation
- View Status of Transcript Requests
- Direct Deposit - Non-Payroll
- 1098-T Tax Notification

- Follow the steps carefully on this page, as they will give you direct instructions pertaining to how you fill out the request form.



DO NOT SELECT EXTERNAL COLLEGE CODE OR INTERNAL COLLEGE code when you fill out this page.

If the transcript is to be mailed to you, you only need to select the address to which you want the transcript mailed and then click 'continue'.

If your address(s) are incorrect, you may update them by clicking on the 'Update Address' link below.

If the transcript is to be mailed to an employer or other third party, you only need to enter the name of the third party in the 'issue to:' box and then click 'continue'. You will then be asked to enter the address of the third party.

External College Code: [Look Up College Code](#)

One of Your Addresses:

Internal College:

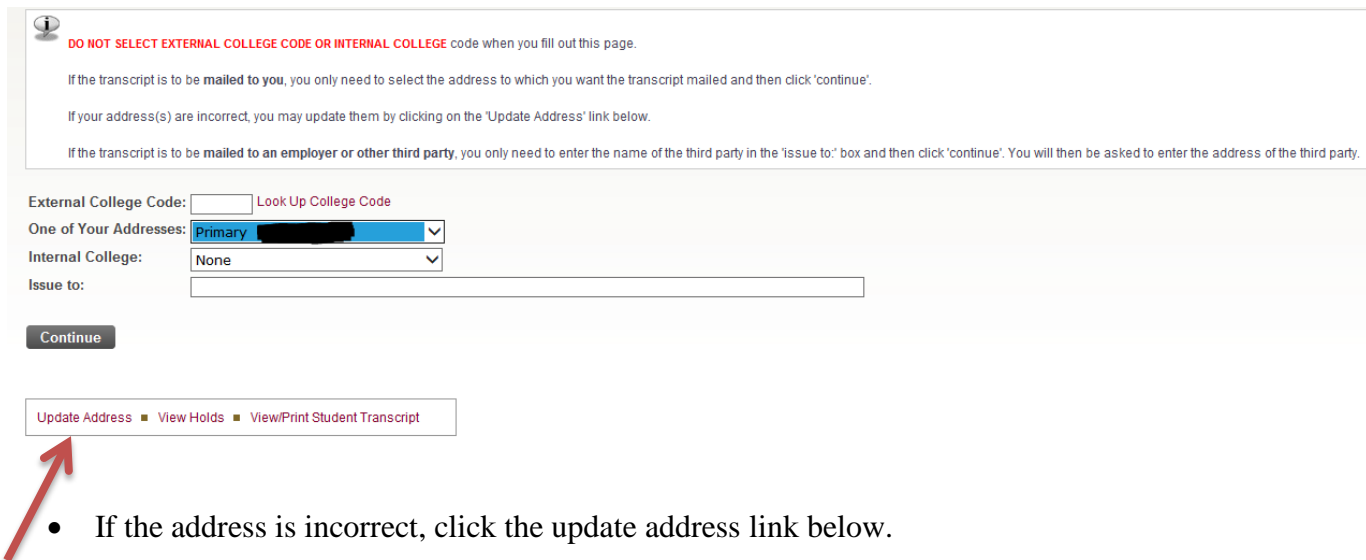
Issue to:

[Continue](#)

[Update Address](#) ■ [View Holds](#) ■ [View/Print Student Transcript](#)

DO NOT SELECT AN EXTERNAL COLLEGE CODE OR INTERNAL COLLEGE

- If you are sending a copy of your transcript to yourself, select 'primary' from the drop down box that has your address.



DO NOT SELECT EXTERNAL COLLEGE CODE OR INTERNAL COLLEGE code when you fill out this page.

If the transcript is to be mailed to you, you only need to select the address to which you want the transcript mailed and then click 'continue'.

If your address(s) are incorrect, you may update them by clicking on the 'Update Address' link below.

If the transcript is to be mailed to an employer or other third party, you only need to enter the name of the third party in the 'issue to:' box and then click 'continue'. You will then be asked to enter the address of the third party.

External College Code: [Look Up College Code](#)

One of Your Addresses:

Internal College:

Issue to:

[Continue](#)

[Update Address](#) ■ [View Holds](#) ■ [View/Print Student Transcript](#)

- If the address is incorrect, click the update address link below.
- If your transcript is going to a third party, type the address in the "Issue To" line.

External College Code: [Look Up College Code](#)

One of Your Addresses: ▼

Internal College: ▼

Issue to:

[Continue](#)

[Update Address](#) ■ [View Holds](#) ■ [View/Print Student Transcript](#)

- Click continue.
- Select official for transcript type.
- Make sure all of your sending information is correct.

* indicates required field

Transcript Type: * ▼

Issued To:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province: ▼

Zip or Postal Code:

Nation: ▼

Area Code:

Phone Number:

Extension:

International Access Number:

[Continue](#)

[View Holds](#) ■ [Academic Transcript](#)

- Select the number of copies to be provided to this recipient. Tell us whether you want the record held for current grades, until your degree is awarded, or mailed as soon as possible. Select Standard Mailing for your delivery method. We expect to offer a Federal Express option within the next several months.

Number of Copies (Up to 1):

Official Transcript: Yes No

In Progress Cut-off Term: ▼

Print Transcript: ▼

Delivery Method: ▼

[Continue](#)

[View Holds](#) ■ [Academic Transcript](#)

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- Review your request before submitting it.

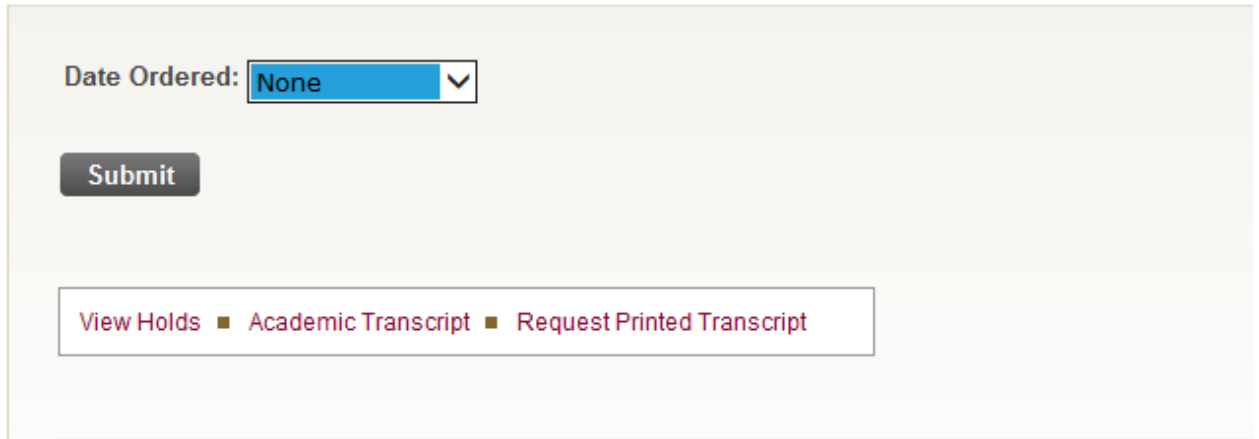
Issued to:	GVSU Admissions
Street:	1 Campus Drive
City:	Allendale
State or Province:	Michigan
Zip or Postal Code:	49401-9403
Nation:	USA
Phone Number:	(616) 3312025
Course Levels:	All course levels
Copies Ordered:	1
Official Transcript:	Yes
Delivery Method:	No delivery method selected
Cost of Order:	No charge
Print Transcript:	As soon as possible

[Submit Request](#)

- You can check the status of your transcript by selecting View Status of Transcript Request under Student Records.

<p>Admissions File an application for admissions; Review existing applications, their status, and the status of supporting requirements.</p>	<p>Financial Aid View your financial aid status, eligibility, requirements and award information.</p>	<p>Registration Check registration status (holds, class standing, etc); add or drop classes; select variable credits; display class schedule.</p>	<p>eBill Student Bill and Payment To review your student account; view billing statements; enroll in a payment plan or pay your bill.</p>
<p>Direct Deposit - Non-Payroll Enroll in direct deposit for: employee reimbursements, financial aid refunds, refunds of payments made by cash or check for dropped classes, reimbursements for expenses related to student organizations.</p>	<p>Direct Deposit - Payroll Enroll in direct deposit of employee salary or wages earned on a bi-weekly or monthly basis.</p>	<p>Student Records View your holds; display grades; view or request transcripts; run a degree evaluation; view your 1098-T notification; apply to graduate.</p>	<p>National Student Clearinghouse Obtain enrollment verification.</p>
<ul style="list-style-type: none"> Course Catalog Final Grades View/Print Student Transcript View Holds Direct Deposit - Payroll Apply to Graduate 	<ul style="list-style-type: none"> Class Schedule View Current Curriculum Request Official Transcript eBill Student Bill and Payment Select Tax Year View Application to Graduate 	<ul style="list-style-type: none"> Midterm Grades Degree Evaluation View Status of Transcript Requests Direct Deposit - Non-Payroll 1098-T Tax Notification 	

- The drop down menu will provide a list of dates you may have made a request.



The screenshot shows a web form with a light gray background. At the top left, there is a label "Date Ordered:" followed by a blue dropdown menu currently displaying "None" and a downward-pointing chevron icon. Below this is a dark gray "Submit" button. At the bottom of the form, there is a white rectangular box containing three links: "View Holds", "Academic Transcript", and "Request Printed Transcript", each preceded by a small dark square icon.

- Check the status message.
- If you choose to select “Hold for Grades”, the transcript will be mailed out about 7 days after the term has ended.
- If held for degree, transcripts will be sent out 8 weeks after the term has ended.

Status of Transcript Requests: May 07, 2014

Date Sent: Your order is still in processing. Please check again at another time.
Issued to: GVSU Admissions
Street: 1 Campus Drive
City: Allendale
State or Province: Michigan
Zip or Postal Code: 49401-9403
Nation: USA
Phone Number: (616) 3312025
Course Levels: All course levels
Number of Copies Ordered: 1
Official Transcript: Yes
Delivery Method: No delivery method selected
Cost of Order: No charge
Print Transcript: As soon as possible

[View Holds](#) ■ [Academic Transcript](#) ■ [Request Printed Transcript](#)