Ohio | **Department of Education**

INSTRUCTIONS FOR SUBMITTING TRANSCRIPTS

You may scan and upload your original, official college or university transcript in PDF format to your OH|ID account. **Please note that the Department does not accept grade reports, photos or photocopies of transcripts or unofficial transcripts.** Please see the following requirements before uploading transcripts (you may also view a short video tutorial on how to scan and upload transcripts):

- Confer date of degree must be visible.
- Include all pages of each university transcript (front and back) as one PDF file. Do not upload pages separately.
- Registrar's signature and transcript key or guide must be visible.
- Upload transcripts from multiple universities separately (each university transcript must be one PDF file).
- Electronic transcripts may only be sent **directly from the issuing college or university** to educator.licensure@education.ohio.gov.
- Do not submit transcripts that will expire or are password protected or locked.
- If you would prefer to mail your original, official transcripts, please use the following address:
  Ohio Department of Education
  Office of Educator Licensure
  25 S. Front Street
  Mail Stop 504
  Columbus, OH 43215
- **Did you complete your degree outside the United States?** If you completed college coursework outside the United States, you must submit a course-by-course analysis from a Department approved international credential evaluation service.
- Please view the Department's transcript video tutorial and tips & tricks for more information.