THE OHIO STATE UNIVERSITY

Instructions for Running Your Transfer Credit Report (PDF)

1. Visit Buckeye Link: http://buckeyelink.osu.edu/

2. Scroll down and choose Run a Transfer Credit Report   Click See More until you find it.
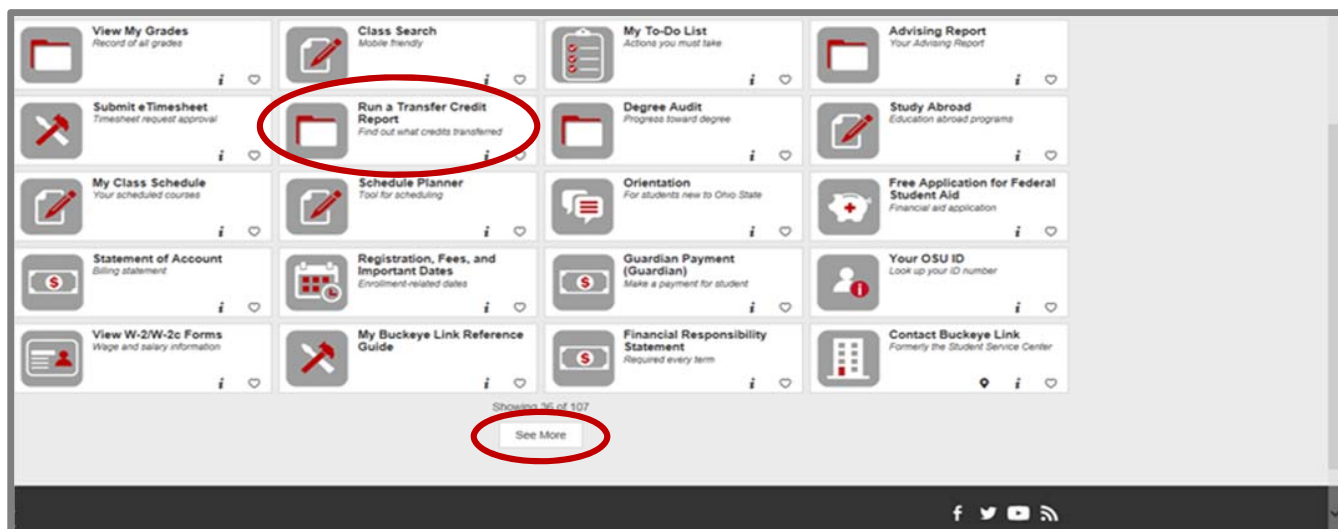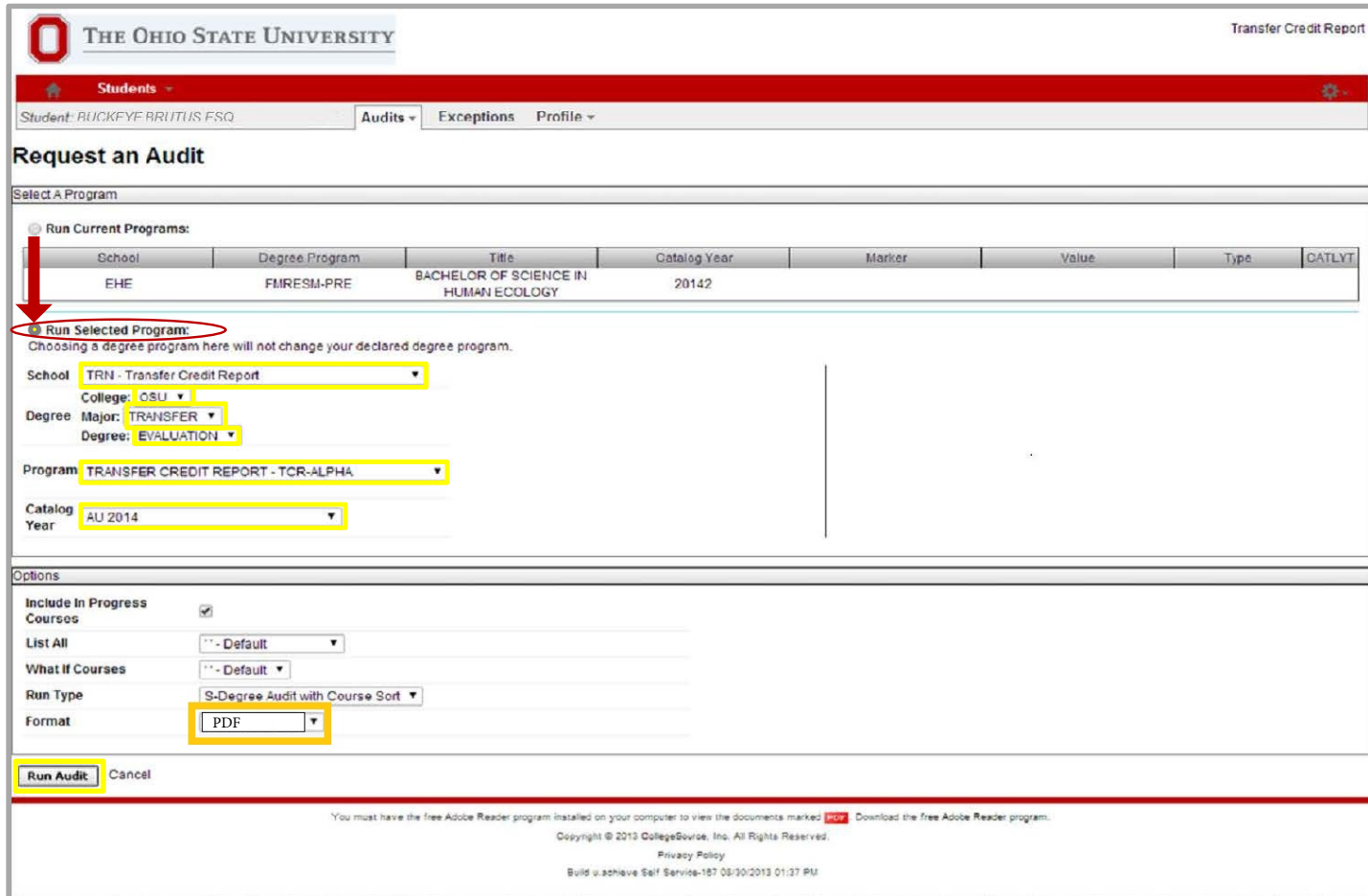

3. At the **Self Service** page click Request Audit
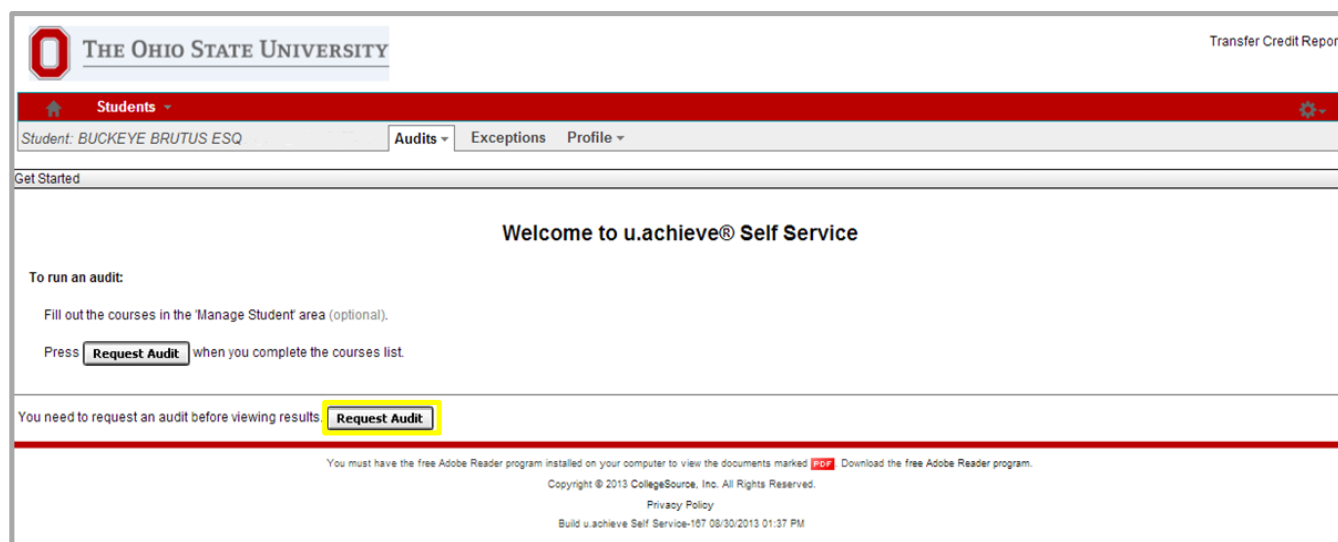
4. At the **Request an Audit** page *Run Current Programs* will be selected by default. Change this to *Run Selected Program* and set the following as:
   - School: TRN-Transfer Credit Report
   - College: OSU
   - Major: TRANSFER
   - Degree: EVALUATION
   - Program: TRANSFER CREDIT REPORT-TCR-ALPHA
   - Catalog Year: (Select any option here)
   - Format: PDF *(Under Options)*

5. Click **Run Audit** to run your Transfer Credit Report

Note: An **HTML** version of the Transfer Credit Report opens by default. To produce a **PDF** version, under **Options**, change **Format** to **PDF**
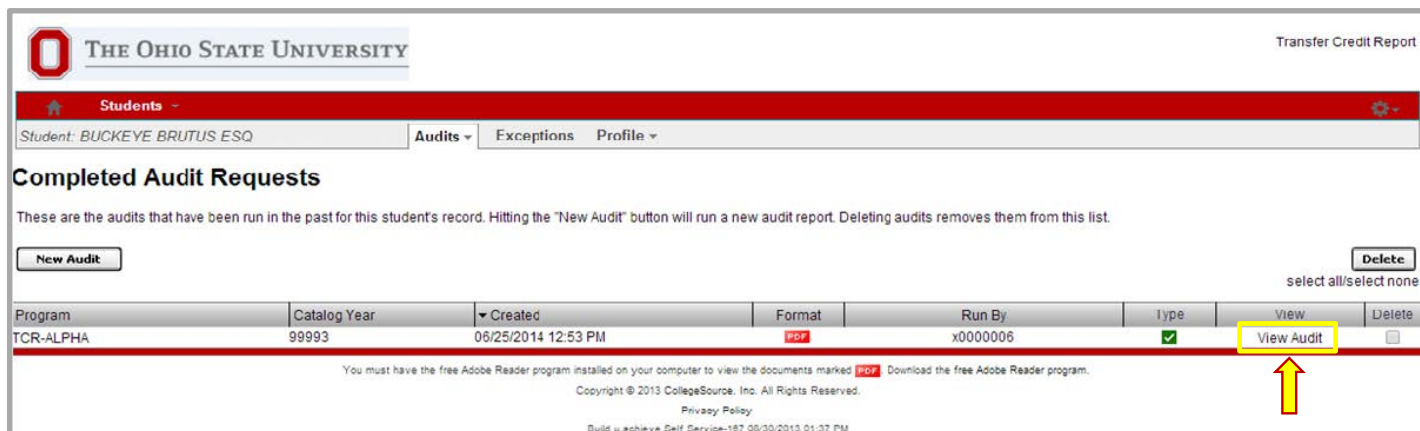
6. You will be directed to the **Completed Audit Requests** page where your audit will appear shortly

7. Click <u>View Audit</u> to open the report

8. Click "Download PDF Audit." Save the file for your records.