



This form can be used by all requesters who are OSU students or employees.

If you are **external** to The Ohio State University and you are requesting

- a **student list** (e.g., emails, names), email the details of your request to [publicrecords@osu.edu](mailto:publicrecords@osu.edu).
- **aggregate data** (e.g., graduation counts by term), complete this form.
- a **Solomon file** for recruitment, send your request on currently dated letterhead to [eari@osu.edu](mailto:eari@osu.edu).

If you require data as part of an **Ohio State research project**, be aware that we need the **materials you submitted** to the Institutional Review Board and the **IRB approval** emailed to us before we can fulfill your request. Only the data elements and criteria expressly approved by the IRB can be provided, whether your study is deemed exempt or not.

**Contact Information**

Name			
Email		Phone	
Ohio State Affiliation (e.g., Math advisor)			
Email of OSU Manager/Director			

**Request Timeline**

<i>Note that we can typically respond to your request in 2-4 weeks. Your request may take longer depending on the nature of the request and the volume of pending requests for others. You will be contacted to discuss a timeline.</i>			
Today's Date		Target Date to Receive Data	

**Request Details: Criteria and Data Output**

<i>Use the prompts below to specify the criteria used to gather your data.</i>
Data Type (e.g., enrolled students, applicants, degrees, courses)
Campus (e.g., Columbus, Lima, all)
College (e.g., College of Engineering)
Program/Plan (e.g., students with Social Work majors)
Years or Terms (e.g., Autumn 2012, summer terms from 2015 - 2020)
Student Level (e.g., undergraduate, graduate, professional)
Other Criteria
List the fields you want to see in the output file (e.g., first and last names, Y/N flag for transfer students)

Save and email this completed form to [eari@osu.edu](mailto:eari@osu.edu) or phone (614) 688-0256 with questions.