

**OFFICE OF THE REGISTRAR
PROXY AUTHORIZATION**

FOR RELEASE OF UNOFFICIAL TRANSCRIPT TO A DESIGNATED PROXY

The Family Educational Rights and Privacy Act of 1974 require that a student signature be obtained to authorize release of an unofficial transcript for a barred student. A third party may act on your behalf through the use of this form once it has been properly completed and signed. Unofficial transcripts are \$10 per copy.

DATE _____

STUDENT'S NAME _____

STUDENT'S UTEID _____

STUDENT'S D.O.B. _____

DATES OF ATTENDANCE AT UT from _____ to _____

I hereby authorize the person named below to act as my designate to pick up and/or mail my unofficial University of Texas at Austin transcript(s) and provide appropriate payment. I understand that this proxy is good for one time only and is void after two weeks from above date. I also understand that the Office of the Registrar will retain this proxy. Unofficial transcripts may be mailed ONLY to the student.

Signature of student (Will be verified against signature on file)

Daytime phone # or e-mail (if foreign)

_____ Number of unofficial transcripts to be ordered

Transcript(s) will be (CHOOSE ONE):

_____ picked up after 10 a.m.
(within next two business days
after request received)

_____ mailed to student's address:

Payment Info (circle one): CASH CHECK MC VISA DISCOVER _____ - _____ - _____ - _____

EXPIRATION DATE _____ - _____ SECURITY CODE ____ _

PROXY'S NAME _____

PROXY'S RELATIONSHIP _____

Signature of proxy (to be signed in presence of Registrar's staff)

INSTRUCTIONS FOR USE OF PROXY AUTHORIZATION FORM

1. Both parties must complete and sign the form.
2. The proxy must present this form, along with his/her own photo ID, to obtain the required document and must sign in presence of staff member. Student or proxy must present payment for transcript fee.
3. The proxy will follow the appropriate procedures outlined above.
4. The proxy will relinquish this form to the Office of the Registrar.
5. Proxy form may be faxed or emailed to our office at least 10 minutes prior to arrival of authorized proxy.

Transcript Services Fax Number: (512) 475-7681
Transcripts Email: transcripts@austin.utexas.edu

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