

**OFFICE OF THE REGISTRAR  
PROXY AUTHORIZATION**

**FOR RELEASE OF OFFICIAL TRANSCRIPT TO A THIRD PARTY**

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

DATE \_\_\_\_\_

STUDENT'S FULL 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 official 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 form.

\_\_\_\_\_  
Signature of student (will be verified against signature on file)

\_\_\_\_\_  
Daytime phone # or e-mail (if foreign)

Transcript(s) will be (choose one) \_\_\_\_\_ picked up open  
\_\_\_\_\_ picked up in sealed envelope(s)  
or \_\_\_\_\_ mailed to this address: \_\_\_\_\_

Number of transcripts to be ordered \_\_\_\_\_

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

EXPIRATION DATE \_\_\_\_\_ - \_\_\_\_\_ SECURITY CODE \_\_\_\_ \_\_

Special instructions or additional mailing addresses: list on reverse side of form or include separate sheet

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  
Transcript Services Email: [transcripts@austin.utexas.edu](mailto:transcripts@austin.utexas.edu)