



USE THIS FORM ONLY FOR REQUESTING NOTARIZED OFFICIAL TRANSCRIPTS.

To order, mail this signed form to **UT Office of the Registrar**, Transcript Services, P.O. Box 7216, Austin, TX 78713-7216; fax form to 512 **475-7681**; or email form as an attachment to **transcriptforms@austin.utexas.edu** .

Type or print:

full-name on record, last name, first name, middle name

UT EID, if known

current name, if different from name on record

birthdate

street address

city, state, zip code

country, if outside U.S.

email address

day telephone

other telephone

First enrolled? fall spr sum year Last enrolled? fall spr sum year

Extension or correspondence courses only? year taken:

Release of academic records:

I certify that I am the person whose name appears on the name lines of this form, and do hereby authorize release of my academic records to the addresses listed here. In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as amended, student academic records are classified as confidential, and may be released only with the student's written authorization and signature.

X

student's signature, in ink

date

Written signature must be in ink (digital signatures not accepted). Unsigned or incomplete transcript request forms cannot be processed.

Sending notarized transcripts directly to student

Transcripts sent by standard U.S. mail or international air mail. Notarized transcripts cannot be sealed in envelopes.

Total number of notarized transcripts mailed to my address above.

Transcript(s) need apostille? Circle: YES / NO If YES, name of country to be filed in: _____

Notarized transcripts circled YES for "Transcript(s) need apostille" will be sent to Texas Secretary of State before mailing to addresses below; Secretary of State will charge credit card provided on this request form for apostille fee(s).

Payment for transcripts; \$10 each

Official transcripts are not issued until financial bars are paid. Before submitting request, visit What I Owe online to check and clear bars. Make checks or money orders payable to The University of Texas at Austin. If paying with credit card, include complete credit information.

Pay by: check/money order Discover/MasterCard/Visa, for copies at \$10 each. amount due \$

card number: exp date /

cardholder's name

billing phone number

security code

billing address, if different from student address shown above

billing zip code

NOTICE CONCERNING YOUR INFORMATION: The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that the University of Texas at Austin collects about you. It also gives you the right to request a copy of the information and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713 (cfo@www.utexas.edu).



To order copies for one or more third parties, include this completed page with your order, and print copies of this page, if needed, for multiple parties. Third-party transcripts are mailed in **official** envelopes. *Notarized transcripts circled YES for "Transcript(s) need apostille" will be sent to Texas Secretary of State before mailing to addresses below; Secretary of State will charge credit card provided on first page of this request form for apostille fee(s).*

Send **notarized** transcript copies to the following third party:

Transcript(s) need apostille? Circle: **YES / NO** If **YES**, name of country to be filed in: _____

contact name

business or school

mailing address

city, state, zip code

country, if outside U.S.

| Send to another third party

Send **notarized** transcript copies to the following third party:

Transcript(s) need apostille? Circle: **YES / NO** If **YES**, name of country to be filed in: _____

contact name

business or school

mailing address

city, state, zip code

country, if outside U.S.

| *Optional:* FedEx shipping label instructions

Transcripts requiring **apostille** will be sent to Texas Secretary of State by standard U.S. mail before shipping transcript and apostille to final destination via FedEx. **FedEx won't deliver to P.O. Boxes. Transcripts will not be shipped via FedEx without a pre-paid shipping label.** For help creating shipping label, contact [FedEx](#) at 1 (800) 463-3339. **If sending to an international address, contact FedEx to create FedEx account for shipping label to include with transcript request.**

To set up a pre-paid shipping label to include with this request form:

1. Create a pre-paid Federal Express shipping label by selecting "Create a Shipment" at www.fedex.com/us.
2. Choose *one* of the following options:
 - a. Create a User ID for shipping with an account
 - b. Create a User ID for shipping with a credit card
 - c. Create a one-time credit card shipment
3. Use your own address in the "From" section; if undeliverable to desired destination, FedEx may return package to you.
4. In Shipment Details, select **FedEx Standard Rate**; when prompted, enter .5 pound for package weight
5. Select **FedEx Envelope** for package type
6. Select delivery date (i.e. - Priority, Standard, 2Day, or Express Saver) and proceed to payment page.
7. On Confirmation page, confirm address and shipment information is correct.
 - a. **Check the box** near Ship button that says "Email a copy of my shipping label" to send back-up copy to Transcripts.
 - i. Enter Transcript Services' forms email address: transcriptforms@austin.utexas.edu
8. Select **Ship** button to submit shipping information to Federal Express
9. **Print a clear copy** of your shipping label and send along with this transcript request form 891.