



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 and pre-paid FedEx shipping label as attachments to transcriptforms@austin.utexas.edu.

Type or print:

Form fields for personal information: full-name on record, current name, street address, city, state, zip code, country, email address, day telephone, other telephone, date of birth, UT EID, and enrollment details.

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.

Signature and date fields with a note: Written signature must be in ink (digital signatures not accepted). Unsigned or incomplete transcript request forms cannot be processed.

Sending transcripts directly to student

Transcripts will not be shipped via Federal Express unless pre-paid FedEx shipping label is included with this request. Same-day processing of request not guaranteed.

Form fields for transcript shipping: Total number of transcripts mailed, Seal copies separately, Hold for current semester final grades, Hold for current semester degree posting, Hold for LAW grades, and FedEx pre-paid shipping label instructions.

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.

Form fields for payment: Pay by (check/money order, Discover/MasterCard/Visa), amount due, card number, exp date, security code, cardholder's name, and billing phone number.

Form fields for billing address and 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.





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. Transcripts will not be shipped via Federal Express unless pre-paid FedEx shipping label is included with this request. Requesting FedEx does not guarantee same-day processing.

Send [ ] [ ] transcript copies to the following third party:

Hold for current semester final grades

Hold for current semester LAW grades

Hold for current semester degree posting

→ FedEx pre-paid shipping label must be attached

contact name

business or school

mailing address

city, state, zip code

country, if outside U.S.

| Send to another third party

Send [ ] [ ] transcript copies to the following third party:

Hold for current semester final grades

Hold for current semester LAW grades

Hold for current semester degree posting

→ FedEx pre-paid shipping label must be attached

contact name

business or school

mailing address

city, state, zip code

country, if outside U.S.

| FedEx pre-paid shipping label instructions

FedEx won't deliver to P.O. Boxes. Transcript orders received after 4 p.m. are processed beginning the next business day. 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 & include pre-paid shipping label 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](http://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 copy to Transcripts.
    - i. Enter Transcript Services' forms email address: [transcriptforms@austin.utexas.edu](mailto: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.