

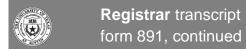
Registrar transcript form 891

Ordering \$10 transcripts

•	ne Registrar, Transcript Services, P.O. Box 7216, Austin, 1X 78713-7216 nscripts@austin.utexas.edu. <u>Ordering <i>online</i> expedites processing</u>
Type or print:	inscripts & austinitute austeur. Ordering Orlinic expedites processing
full name on record: last name, first name, middle name	UT EID, if known
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city, state, zip code	country, if outside U.S.
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Extension or correspondence courses only? Year course 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
	t and the Family Educational Rights and Privacy Act of 1974, as amended, student
academic records are classified as confidential, and may be released or	nly with the student's written authorization and signature.
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student's handwritten signature, <u>must be in ink</u>	date
Digital electronic signatures not accepted. Unsigned or inc	complete transcript request forms cannot be processed.
l Sending tra	anscripts directly to student
, j	
Transcripts are sent by standard U.S. mail or international airmail. Trans	scripts cannot be sent via email, fax, or converted into electronic format.
Total number of transcripts mailed to address	above. Seal copies separately in official envelopes.
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☐ Hold for current semester final grades	☐ Hold for current semester degree posting
☐ Hold for current semester LAW grades	☐ Send to third party (enter addresses on next page)
Payment fo	or transcripts; \$10 each
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Pay bycheck/money order Discover/MasterCard/Vis	a for copies at \$10 each: amount due \$
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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).





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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 are sent by standard U.S. mail or international mail. Transcripts cannot be sent via email, fax, or converted into electronic format.*

Send	transcript copies to the following third p Hold for current semester final grades Hold for current semester LAW grades	arty: Hold for current semester degree posting
contact na	ame	business or school name
mailing ad	ddress	
city, state	, zip code	country, if outside U.S.
	Send to a	another third party
Send	transcript copies to the following third pa	arty:
	☐ Hold for current semester final grades☐ Hold for current semester LAW grades	☐ Hold for current semester degree posting
contact na	ame	business or school name
mailing ad	ddress	
city, state	, zip code	country, if outside U.S.

| Check transcript order status online

Due to the volume of requests received, orders may not be confirmed as received by telephone.

Students with current UT EID can check order status online or order online for quicker transcript processing.

To check on status of official transcript orders:

- 1. Visit transcript online order system: https://utdirect.utexas.edu/registrar/transcripts
- 2. Enter UT EID and password
 - a. For EID or password help, contact ITS Help Desk by telephone: (512) 475-9400
- 3. Click Check order history at bottom of page
- 4. Click Status of All Orders in left-hand navigation menu
- 5. Newest order is on top of order history; click *More Info* to view or print screen as a receipt
- 6. Date Order Mailed is date transcript was sent

NOTE: Submitting .pdf request forms must allow five (5) business days for in-office processing.

Questions? Visit our FAQs online: http://registrar.utexas.edu/transcripts/faq

