

## The University of Texas at Austin Ordering \$20 Official Transcripts

Refer to the Texas One Stop website for information about official transcripts: https://onestop.utexas.edu/student-records/transcripts-other-records

Please submit completed form 891 by one of the following methods:

- 1. Email (scan or photo): transcripts@austin.utexas.edu
- 2. Fax: 512.475.7681
- 3. Mail: UT Austin Office of the Registrar, Transcript Services, P.O. Box 7216, Austin, TX 78713-7216

	UT EID, if known
Full name on record: last name, first name, middle name	
Tuli lialic off record. tast name, just name, maate name	
Current name, if different from name on record, for mailing purposes	date of birth
Current name, if aijjerent from name on record, for matting purposes	
Student's mailing address. Do not provide a third party mailing address.	
City, state, zip code	Country, if outside U.S.
Student's email address	Student's daytime phone number
Year enrolled? from to	
Completed dual credit / extension / correspondence courses only?	from to
Release of academic records: I certify that I am the person whose name appears on the name lines of th addresses listed on this form. Student academic records are classified as coand signature, in accordance with the Public Information Act and the Fami	onfidential and may be released only with the student's written authorization
The Property of the Parish of	ty Educational Rights and Frivacy Act of 1974.
Student's handwritten signature (Unsigned request forms cannot be pro	ocessed.) Date of signature
Payment for C	Official Transcripts; \$20 each
Make checks or money orders payable to The University of Tex	as at Austin for the exact amount or complete the fields below.
Pay by: check/money order	otal copies at \$20 each. Total Due \$
card number	exp date (mmyy)
	security code
cardholder's name	billing phone number
Official Transcripts	mailed directly to student
Transcripts are sent by First Class Standard mail or Foreign Airmail without tracking	ng. Official transcripts are not issued until financial bars are paid.
Total number of transcripts mailed to student address	s <b>above</b> . Number of copies in <b>Sealed</b> envelopes.
Hold for current semester final grades. *This option is not for dual credit/extension/correspondence courses.	Hold for current semester LAW grades.
Hold for current semester degree posting.	Send to a third party, next page

Written transcript requests are processed within five (5) business days. Processing times for all orders may be longer during peak periods, particularly at the beginning and end of semesters. Once mailed, we must allow at least two (2) weeks for delivery. For international mail, we must allow at least four (4) weeks for delivery. If you need to expedite/track a transcript in the mail, refer to the *Expedited Delivery* section on the Texas One Stop website for more information: <a href="https://onestop.utexas.edu/student-records/transcripts-other-records/official-transcripts/">https://onestop.utexas.edu/student-records/transcripts-other-records/official-transcripts/</a>.



## Ordering **\$20** Transcripts Mail directly to one or more **Third Parties**

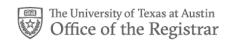
Third party transcripts are mailed in <b>official</b> envelopes. <i>Transcripts are sent b</i>	by First Class Standard mail or Foreign Airmail without tracking.
Total number of transcripts sent to the following third	party:
Hold for current semester final grades *This option is not for dual credit/extension/correspondence courses	Hold for current semester LAW grades
Hold for current semester degree posting	
Contact name or office name, if applicable	Business or school name
Third party's mailing address	
City, state, zip code	Country, if outside U.S.
Mail directly to	another Third Party
<b>Total</b> number of transcripts sent to the following third p	arty:
Hold for current semester final grades *This option is not for dual credit/extension/correspondence courses	Hold for current semester LAW grades
Hold for current semester degree posting	
Contact name or office name, if applicable	Business or school name
Third party's mailing address	
City, state, zip code  Note: Print multiple copies of this page, if r	Country, if outside U.S. needed for more third parties

## | Processing Times

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Official transcripts are not issued until financial bars are paid.



Check transcript order status online or email transcripts@austin.utexas.edu.