



# Registrar Transcript Form 891

## 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](mailto: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

Full name on record: *last name, first name, middle name* UT EID, if known

Current name, if different from name on record, for mailing purposes date of birth

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 this form, and I do hereby authorize release of my academic records to the addresses listed on this form. Student academic records are classified as confidential and may be released only with the student's written authorization and signature, in accordance with the Public Information Act and the Family Educational Rights and Privacy Act of 1974.

*[Handwritten Signature]*

Student's handwritten signature (Unsigned request forms cannot be processed.) Date of signature

### | Payment for Official Transcripts; \$20 each

Make checks or money orders payable to The University of Texas at Austin for the exact amount or complete the fields below.

Pay by: check/money order **Discover/MasterCard/Visa** for total   copies at \$20 each. Total Due \$

card number             exp date (mmyy)

cardholder's name security code

billing phone number

### | Official Transcripts mailed directly to student

Transcripts are sent by First Class Standard mail or Foreign Airmail **without** tracking. Official transcripts are not issued until financial bars are paid.

Total number of transcripts mailed to student address above.   Number of copies in Sealed 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: <https://onestop.utexas.edu/student-records/transcripts-other-records/official-transcripts/>.



The University of Texas at Austin  
Office of the Registrar



## Registrar Transcript Form 891, cont.

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

Third party transcripts are mailed in **official** envelopes. *Transcripts are sent 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

\_\_\_\_\_ **Hold** for current semester LAW grades

*\*This option is not for dual credit/extension/correspondence courses*

\_\_\_\_\_ **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

**Total** number of transcripts sent to the following third party:

\_\_\_\_\_ **Hold** for current semester final grades

\_\_\_\_\_ **Hold** for current semester LAW grades

*\*This option is not for dual credit/extension/correspondence courses*

\_\_\_\_\_ **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.*

Note: Print multiple copies of this page, if needed for more third parties

### | Processing Times

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: <https://onestop.utexas.edu/student-records/transcripts-other-records/official-transcripts/>.

**Official transcripts are not issued until financial bars are paid.**



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Check transcript order status [online](#) or email [transcripts@austin.utexas.edu](mailto:transcripts@austin.utexas.edu).

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@austin.utexas.edu).