



# Registrar transcript form 891

## Ordering \$20 transcripts

To order, complete and sign form then mail 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 **transcripts@austin.utexas.edu**. **Ordering online expedites processing.**  
 Type or print:

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

UT EID, if known

current name, if different from name on record

date of birth

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street address

city, state, zip code

country, if outside U.S.

email address

day telephone

other telephone

First enrolled?  fall  spr  sum 

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 year

Last enrolled?  fall  spr  sum 

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 year

Extension or correspondence courses only? Year course taken: 

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### 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 handwritten signature, *must be in ink*

date

Digital electronic signatures not accepted. Unsigned or incomplete transcript request forms cannot be processed.

### | Sending transcripts directly to student

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

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 Total number of transcripts mailed to address above. Seal 

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 copies separately in official envelopes.

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 for transcripts; \$20 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 

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 copies at \$20 each: amount due \$ 

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card number 

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 exp date 

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cardholder's name

billing phone number

security code 

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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. *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 party:

- Hold** for current semester final grades
- Hold** for current semester LAW grades
- Hold** for current semester degree posting

contact name business or school name

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

contact name business or school name

mailing address

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 transcript order status](#) 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 Transcript Order Status** at bottom of page or **Transcript Order Status** in left-hand navigation menu
4. Newest order is on top of order history; click **More Info** to view or print screen as a receipt
5. **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>

