

## 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 phot	o): transcri	pts@au	stin.utexas.e	edu
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2. Fax: 512.475.7681

3.	Mail: UT Austin	n Office of t	he Registrar.	Transcri	pt Services.	P.O. Box	7216. Austin.	. TX 78713-721	16

	UT EID, if known
Full name on record: last name, first name, middle name	
Tall halle on record. and have, just have, made have	
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	m to
I certify that I am the person whose name appears on the name lines of this form, addresses listed on this form. Student academic records are classified as confident and signature, in accordance with the Public Information Act and the Family Education.	ial and may be released only with the student's written authorization
Student's handwritten signature (Unsigned request forms cannot be processed.)	Date of signature
Payment for Offici	al Transcripts; \$20 each
Make checks or money orders payable to The University of Texas at A	<b>Austin</b> 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)
	security code
cardholder's name billi	ng phone number
Official Transcripts mails	ed directly to student
Transcripts are sent by First Class Standard mail or Foreign Airmail without tracking. Office	al transcripts are not issued until financial bars are paid.
Total number of transcripts mailed to student address above	e. 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.
<b>Hold</b> 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



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

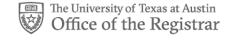
Third party transcripts are mailed in official envelopes. Transcripts are sent by	First Class Standard mail or Foreign Airmail without tracking.
Total number of transcripts sent to the following third p	arty:
Hold for current semester final grades *This option is not for dual credit/extension/correspondence 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	Country, if outside U.S.
Mail directly to a	nother Third Party
Total number of transcripts sent to the following third pa	rty:
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 ne	Country, if outside U.S. seded 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.