Order a Paper Transcript for Purposes of MEDICAL, LAW, DENTAL, PHARMACY, NURSING, OPTOMETRY, and OTHER APPLICATION SERVICES requiring a transcript request form/attachment

Important ordering information:

- Order a paper copy of your official UT Dallas transcript to be sent to application services only. Please note, orders to personal addresses or other mailing address need to use the “e Transcript” or “Paper Transcript” method.
- One transcript per address only.
- Orders are generally processed within 3 to 5 business days after the University Registrar’s office receives the request. During periods of high volume, it may take longer to process your request.
- Attach completed forms required by application service to the order. (example: TMDSAS transcript request form/attachment)
- If you need test credits to appear on your transcript, you MUST submit a Transcript Certification Request form. The test credit transcription is a separate process. The Transcript Office will only attach the documents you submit. If you submit a request form for certification letter, it will NOT be processed and will simply be sent with your transcript.
  - If you have received credit from AP test scores, we suggest submitting a Transcript Certification request form. You need to request and receive confirmation of test credit transcription BEFORE you order an official transcript. The transcription process takes 3-5 business days to complete. This process must only be requested once, the effect is permanent.
- Mailing method will be United States Postal Service (USPS) First Class Mail. The University is not responsible for mail lost or misdirected by the USPS.
- Transcript requests will not be processed for those with holds for financial or other obligations to the University. All University holds must be cleared before requesting a transcript.
- Once an order is placed, you will be charged for the order. If holds preclude processing the order, you will have no more than 28 days to resolve the hold before your credit card is charged and the order is closed without transcript delivery. Holds resolved after 28 days will require the placement of a new order with charge.
- Transcripts will reflect the individual’s complete record; undergraduate and graduate transcripts are issued together.
- Official transcript orders may only be requested through the UT Dallas Transcript Storefront.
- All transcript orders must be requested by the student / alumni / former student directly. Third-party released requests will only be accepted for federal or state law enforcement agency purposes.

Instructions:

1. **Alumni and Former Students** go to [www.utdallas.edu/registrar/transcripts](http://www.utdallas.edu/registrar/transcripts) and click on the UT Dallas Transcript Storefront link.
   - Log in to the UT Dallas Transcript Ordering Portal and click Sign-in. An account must be created before ordering a transcript.
2. **Current Students** log in to your Galaxy portal and choose the “Order Official Transcript” link. An account must be created before ordering a transcript.
3. Click the Start the ordering process link to order transcripts.
4. Click the **Medical, Law, Dental Application Services Purpose Only - Paper** link to order a paper official transcript to be sent with attachments.

5. One transcript per address only. Quantity has already been set.

6. Mailing method will be standard (U.S. Postal Service) only.

7. **Attachment**: Attach your completed application service request form in the first attachment box. If you have additional attachments, like a certification letter, attach it to the second attachment box.
   - Note: Attachments MUST be PDFs.
   - Note: Maximum allowed file size is 2MB (2000KB).
   - If you need test credits to appear your transcript, you MUST submit a Transcript Certification request form. The test credit transcription is a separate process. The Transcript Office will only attach the documents you submit. If you submit a request form for certification letter, it will NOT be processed and will simply be sent with your transcript.
   - If you have received credit from AP test scores, we suggest submitting a Transcript Certification request form. You need to request and receive confirmation of test credit transcription BEFORE you order an official transcript. The transcription process takes 3-5 business days to complete.
8. Enter Mailing Name, Mailing Address, Mailing City, Mailing State, Mailing Zipcode, and Mailing Country and click Add to Cart.

WARNING: If your attachment is too large, you will receive the following error message. You will need to attach another file within the allowed file size.

**Error: File was too large to upload! (200KB max filesize)**

9. After checking the order details on the page, click **Checkout** to proceed.
   - If any detail is incorrect, click ‘Remove from Cart’, and begin the order process again. Click and proceed to Checkout.
   - If more orders need to be placed, click the ‘Continue Shopping’ link on the left side under shopping cart.
10. **Alumni and Former Students - Read** the Consent form to release academic records.  
11. **Alumni and Former Students - Sign** the consent using your mouse and click Accept & Continue.  
   - Note – Adobe Flash Player is required for signature capture.

![Signature capture form](image)

**Please sign the signature area below**

![Signature area](image)

12. **Alumni and Former Students - Verify** the signature. Click Accept Signature and Continue.  
   - To redo signature, click “Go Back and Re-Sign”.

![Consent form](image)

13. **Verify** Billing Address and click Next.  
   - Note - Billing address should match the address on your credit card statement. Else, click “Change Address” button to edit billing address.
14. Review the requests and charge amounts. Click **Confirm** to proceed.
   - To change anything, click “Shopping Cart [view]” header to go to shopping cart.

15. Input credit card Information, verify billing information and click **Submit**.
   - Please do not ‘double-click’ the Submit button. Doing so will produce an error.
16. The order has been submitted. Page will display the order number. Click Log off to exit.

17. An order receipt email will be sent to the email address submitted during account creation. Please make sure to allow emails from @addsmail.com.