Order an Electronic Transcript

UT Dallas offers the ability to send official transcripts to valid email addresses.

If you have required attachments to be included with your official transcripts, attach and send with the electronic transcripts. Common required attachments are completed transcript forms (medical, dental, pharmacy, nursing, law school, and some graduate applications) and certified transcript letters. Attachments are only available via the electronic transcript option.

Additional Information:

- To avoid potential problems with spam filters, please instruct your recipient to allow emails from Parchment (parchment.com).
- Please confirm with the recipient that they will be able to receive an electronic copy of your transcript.
- Transcript requests will not be processed for those with holds placed on their account for financial or other obligations to the University. All University holds must be cleared before requesting a transcript.
- Transcripts will reflect the individual's complete record. Undergraduate and graduate transcripts are issued together.
- As of Fall 2012, order options for requesting delayed processing such as “Hold for Grade” or “Hold for Degree” are no longer available. Please confirm that grades have posted or degree is conferred before placing an order. Instructions can be found at the UT Dallas Registrar’s Transcript webpage: [http://www.utdallas.edu/registrar/transcripts](http://www.utdallas.edu/registrar/transcripts)
- 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 without Galaxy Portal access, go to [www.utdallas.edu/registrar/transcripts](http://www.utdallas.edu/registrar/transcripts) and click on the **UT Dallas Transcript Storefront** button.
   - 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 e-Transcript link to order an electronic official transcript.

5. Enter **Recipient Name** and **Recipient Email Address**.
6. Attach any required transcript attachments using the **Browse** button.

- **Note** – Attachments will not be processed. It will simply be attached to the official transcript. The attachments need to be completed prior to sending with the transcript.

- **Note**– The University will not be responsible for incomplete/incorrect forms attached by the student, and will not issue any refunds in such instances.

7. Click the **Continue** button to submit order.

8. After checking the order details on the page, click **Checkout** to proceed.

   - If any detail is incorrect, click the **Remove** button, and begin the order process again. Click and proceed to Checkout.

   - If more orders need to be placed, click the **Continue Shopping** button.
9. **Alumni and Former Students Read** the Consent form to release academic records.

10. **Alumni and Former Students Sign** the consent *using your mouse* and click **Accept & Continue**.
    - Note – Adobe Flash Player is required for signature capture.

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

Alternatively, you may complete the consent process by faxing in or uploading a signed form via the following link:

**Alternative Consent Method**
12. **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.

Billing Address:

```
Test Student
800 W. Campbell Road
Richardson, TX 75080
United States
```

13. **Confirm** your Billing Info. **Review** the requests and charge amounts. Click **Confirm** to proceed.
14. Input credit card Information. Click **Pay Now**.

![Payment Information]

15. The order has been submitted. Page will display the order number. Click Log off to exit.

![Order Confirmation]

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