Order a Paper Transcript

- 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.
- Transcripts will reflect the individual’s complete record.
- Undergraduate and graduate transcripts are issued together.
- Expedited shipping requests do not receive priority processing. Expedited shipping fees only provide for the transcript to be shipped express after the normal processing time.
- Official transcript orders may only be requested through the UT Dallas Transcript Storefront.
- Attachments are only available via the electronic transcript option. If you have required attachments to be included with your official transcripts, please choose the e-Transcript option.
- 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 **Paper Transcript** link to order a paper official transcript

5. Note the mailing options:
   - Standard (U.S. Postal Service)
   - Expedited – U.S. address (no P.O. Box address, $10)
   - Expedited – International (no P.O. Box address, $25)

6. Choose **Processing Time of Now**.
   - *Hold for Grades* option is for the current term only and will not be processed until grading has closed for the semester
   - *Hold for Degree* option is for the current term only and will not be processed until both undergraduates and graduate degrees are certified

7. Enter **Mailing Name**, **Mailing Address**, **Mailing City**, **Mailing State**, **Mailing Zipcode**, and **Mailing Country**

8. Enter **Quantity** (up to 5) and click the **Add to Cart** button to submit order
   - *Note* – If a quantity of larger than 5 is entered, then the system automatically adjusts the quantity to 5 and adds the order to the cart. Make sure to view the shopping cart.
9. After checking the order details on the page, click **Checkout** to proceed
   - If quantity needs to be updated, change the number and click ‘Update Shopping Cart’.
   - If any other 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.

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