



University of Texas at Dallas Request for Official Transcript

- Most transcripts are free of charge. A mailing fee is charged for overnight and international mail.
- A student must clear all university holds before requesting a transcript.
- No partial or incomplete transcripts will be issued, ie. undergraduate and graduate transcripts are issued together.
- Official transcripts have a processing time of three to five working days. During peak times (after graduation and grade day), this time could be longer.
- Unofficial transcripts can be obtained online through the GALAXY.

Your Social Security Number (SSN) or UTD Identification Number is being requested because it is a unique identification number which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your social security number or UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

Student ID: _____		Date of Request: _____	
Name: Last		First	Middle
		Maiden	
Phone : _____		Email Address: _____	
Number of Copies: _____		<input type="checkbox"/> Pick Up (Processed Immediately) <input type="checkbox"/> Please attach form to transcript (Check One)	
<input type="checkbox"/> Send Overnight— NO PO-BOX ADDRESSES (please make a payment with the Bursar's Office before turning in request, include paid receipt. Write send to address on the back of this form)		<input type="checkbox"/> TMDAS <input type="checkbox"/> AACOMAS	<input type="checkbox"/> AMCAS <input type="checkbox"/> AADSAS <input type="checkbox"/> LSAC <input type="checkbox"/> OTHER _____
Student Signature: _____		Date: _____	
All other Transcript Requests need to be done online through GALAXY or SIS. GALAXY is for currently enrolled students only and SIS is for alumni or former students only. If you experience any problems with GALAXY please call 972) 883-2911. If you experience any problems with SIS please let the Registrar's Office know, you may email us at records@utdallas.edu or call us at 972) 883-2342		Registrar's Office Stamp 	
Office Use Only:			
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> Emailed Student About Hold		Processing Clerk: _____	

Please mail requests to: University of Texas at Dallas
 PO Box 830688, MC 11
 Richardson, TX 75083-0688