



INSTRUCTIONS

- Please complete, print and attach this form to any document(s) sent to the Office of Admission and Enrollment. The information provided on this form will only be used to match your documents to your application. Choosing not to use this cover form could delay your documents from being processed in a timely manner.
We highly encourage you to submit the online application, which will create your UTD ID, before sending any supporting documentation.
Do NOT open sealed official documents to place this coversheet inside, doing so will make your documents unofficial.
If you send a group of documents in one packet, only one form is needed per packet submitted.
Additional copies of this form can be found by logging into Galaxy under Orion Self Service in the Admissions Forms Folder.

APPLICATION INFORMATION

Please ensure that the information you list on this form matches the information you listed on your application.

Full legal name as it appears on your application:

Last Name/Family Name First Name Middle Initial

UTD ID or Net ID (if known):

Date of Birth (mm/dd/yyyy):

Email (used on application):

Application ID #: Check one: Undergraduate Applicant Graduate Applicant

Intended Degree/Major:

Term Applied to (Term and Year): Fall Spring Summer

Date Application Submitted:

Check here if you have NOT submitted your application for admission:

MAILING INSTRUCTIONS

Submit your documents along with this cover form to the address below:

The University of Texas at Dallas
Office of Admission and Enrollment
800 W. Campbell Rd.
Richardson, TX 75080-3021