

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 “eTranscript” 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)
- 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.
- 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 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.



The screenshot shows the top navigation bar of the University Transcript Ordering Portal. It includes a 'Login or Register' button with a downward arrow, and five menu items: 'Select Documents', 'Provide Consent', 'Payment Information', and 'Review & Submit Order'. Below the navigation bar, the page title is 'University Transcript Ordering Portal' followed by 'Hello Test!'. The main content area contains two transcript delivery options: 'Official Electronic Transcript - New!' and 'Official Paper Transcript'. The 'Official Paper Transcript' section includes a link to 'Start the ordering process'.

4. Click the **Medical, Law, Dental Application Services Purpose Only -Paper** link to order a paper official transcript to be sent with attachments.

| University Documents | | |
|---|--|---|
| Document Icon | Document Name- | Price |
|  | <p>eTranscript</p> <p>Order a secure, certified PDF of your UT Dallas transcript. If you have required attachments to be included with your official transcript, please...</p> | <p>\$10.00</p> <p>... more info</p> |
|  | <p>Paper Transcript</p> <p>Order a paper copy of your official UT Dallas transcript. Orders are generally processed within 5 to 7 business days after the University Registrar's...</p> | <p>\$10.00</p> <p>... more info</p> |
|  | <p>Medical, Law, Dental Application Services Purpose Only - Paper</p> <p>ONLY FOR PURPOSES OF MEDICAL, LAW, DENTAL, PHARMACY, NURSING, OPTOMETRY, and OTHER APPLICATION SERVICES requiring a cover letter/attachment...</p> | <p>\$10.00</p> <p>... more info</p> |

Medical, Law, Dental Application Services Purpose Only - Paper

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.

- Enter **Mailing Name, Mailing Address, Mailing City, Mailing State, Mailing Zipcode, and Mailing Country** and click **Add to Cart**.

Provide complete mailing or delivery details:

Processing Time: Normal

Mailing Method: Standard (USPS)

Mailing Phone #: 972-883-2342

Attachment: TMSAS form Upload completed supporting document

Attachment 2: Completed Cert Ltr (Optional)

Special Instructions (Optional): 50 maximum characters allowed

Mailing Name: TMSAS, ATTN: Transcripts *

Mailing Address 1: Texas Medical and Dental Schools *

Mailing Address 2: Application Serice

Mailing Address 3: 702 Colorado, Suite 6.400

Mailing City: Austin * (Military Addresses: enter APO, DPO, or FPO)

Mailing State: Texas *

Mailing Zipcode: 78701 *

Mailing Country: United States *

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! (2000KB max filesize)

- 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.

Total Items: 1 Amount: \$10.00

| Qty. | Document Name | Unit | Total |
|------|--|---------|--|
| 1 |  Medical, Law, Dental Application Services Purpose Only - Paper | \$10.00 | \$10.00 <input type="button" value="Remove from cart."/> |

Processing Time - Normal
Mailing Method - Standard (USPS)
Mailing Phone # - 972-883-2342
Special Instructions (Optional) - TMSAS form and completed certification letter.
Document Date - 06-01-2012 8:50:18
Attachment - 1759. TMSAS form.pdf

Ship To: TMSAS, ATTN: Transcripts
 Texas Medical and Dental Schools
 Application Serice
 702 Colorado, Suite 6.400
 Austin, Texas 78701
 United States

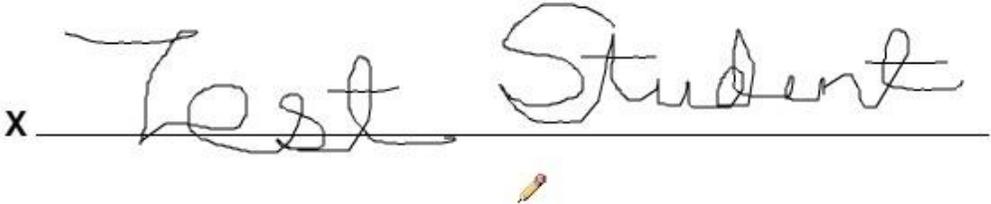
Sub-Total: \$10.00

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.

release of their University personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Education website](#) for further information regarding FERPA.

Please sign the signature area below



Reset ➔ Accept & Continue

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

Signed consent form to release academic records

I, Test Student, consent to the following:

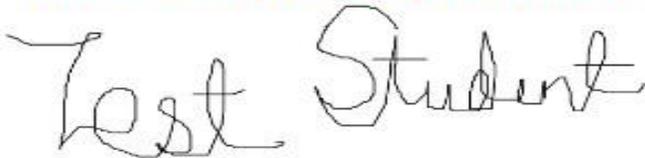
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to FERPA are allowed in life-threatening situations. University administrators within the University system may share information about students and residents on a need-to-know basis.

By providing your signature below, you (the student) are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests must be made by the student; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their University personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Education website](#) for further information regarding FERPA.

Please verify your signature below



Go Back and Re-Sign Accept Signature and Continue

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.

Payment Method



After Confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your Credit Card payment.

Note: When payment is made with a credit card, the order will appear as "Avow Systems, Inc." on the credit card statement.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.

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

[Change Address](#)

[Back](#)

[Next](#)

14. **Review** the requests and charge amounts. Click **Confirm** to proceed.

- To change anything, click "Shopping Cart [view]" header to go to shopping cart.

Confirm Your Payment Info:

Billing Address: (*Must match the address associated with your credit card)

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

[Edit Billing Address](#)

Confirm Your Document Request:

| Document Name | Qty. | Unit Price | Total |
|--|------|------------|----------------|
| Medical, Law, Dental Application Services Purpose Only - Paper | 1 | \$10.00 | \$10.00 |
| Processing Time - Normal | | | |
| Mailing Method - Standard (USPS) | | | |
| Mailing Phone # - 972-883-2342 | | | |
| Special Instructions (Optional) - TMSAS form and completed certification letter. | | | |
| Document Date - 06-01-2012 8:50:18 | | | |
| Attachment - 1759. TMSAS form.pdf | | | |
| Ship To: TMSAS, ATTN: Transcripts Texas Medical and Dental Schools Application Service 702 Colorado, Suite 6.400 Austin, Texas 78701 United States | | | |
| Sub-Total: | | | \$10.00 |
| Total: | | | \$10.00 |

[Back](#)

[Confirm](#)

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.

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number ([More Info](#))

Note: When payment is made with a credit card, the order will appear as "Avow Systems, Inc." on the credit card statement.

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

| | |
|--|---|
| <p>Shopping Cart [view]</p> <p>Your cart is empty.</p> <p>Continue Shopping</p> | <p>Order #26371</p> <p>Thank you for using our document ordering site.</p> <p> Your order has been submitted and is being processed.</p> <p>Note: When payment is made with a credit card, the order will appear as "Avow Systems, Inc." on the credit card statement.</p> <p>Thank you for your order. You will receive an email confirmation from the address "@addsmail.com".</p> <p>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.</p> <p>Orders are generally processed within 3 to 5 business days after the University Registrar's office receives the request. During periods of high volume, however, it may take significantly longer to process your transcript order.</p> |
|--|---|

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.

From: The University of Texas at Dallas <noreply@addsmail.com> Sent: Fri 6/1/2012 10:12 AM
To: Records
Cc:
Subject: The University of Texas at Dallas : Receipt for Order #26371

 **Transcripts**

Date Ordered: Friday 1 June, 2012
Confirmation for Order No: 26371

Test Student,

Thank you for ordering your document through the The University of Texas at Dallas document ordering service!

| | | |
|---|---|--------------------|
| Document # : 31948 | 1 x Medical, Law, Dental Application Services Purpose Only - Paper (\$10.00 each) | \$10.00 |
| Processing Time - Normal | | |
| Mailing Method - Standard (USPS) | | |
| Mailing Phone # - 972-883-2342 | | |
| Special Instructions (Optional) - TMDASAS form and completed certification letter. | | |
| Document Date - 06-01-2012 8:50:18 | | |
| Attachment - 1759_TMDASAS form.pdf | | |
| Mailing Address - TMDASAS, ATTN: Transcripts Texas Medical and Dental Schools Application Service 702 Colorado, Suite 6.400, Austin, Texas 78701 United States | | |
| | | Sub-Total: \$10.00 |
| | | Total: \$10.00 |

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

Payment Method
Credit Card via Authorize.NET's Secure Checkout
Note: Your order will appear as "Avow Systems, Inc." on your credit card statement