

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>
- 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 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.

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

University Transcript Ordering Portal

Please use Firefox or Internet Explorer

We are currently working on orders submitted on May 1st, 2015.

Please note there is no processing option available for 'hold for grades' or 'hold for degree'. We will process transcript orders within 3-5 business days of receipt. Please confirm that grades are posted or degree is conferred before placing an order.


UT Dallas provides two transcript delivery options: an official electronic transcript or an official paper transcript.

Official Electronic Transcript - New!

Request your official transcript for delivery to any valid email address via secure certified PDF. This is a faster option than the official paper transcript option. **If you have required attachments to be included with your official transcripts, please choose official electronic transcripts.**

Official Paper Transcript

Your paper transcript will be delivered anywhere in the world via USPS first class mail. Express shipping can be added for an additional charge.





[Start the ordering process](#) 

4. Click the **e-Transcript** link to order an electronic official transcript.

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

University Documents

Please select the document type that is appropriate for you and your intended recipient.

	eTranscript 	\$10.00
	Paper Transcript	\$10.00
	Medical, Law, Dental Application Services Purpose Only - Paper	\$10.00

5. Enter **Recipient Name** and **Recipient Email Address**.

Recipient Name*	<input type="text"/>
	* Required
Email Address*	<input type="text"/>
	Enter the recipient's email address for delivery
Confirm Email Address *	<input type="text"/>
	Enter the recipient's email address for delivery

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.*

Attachment (Optional) No file selected.
Upload supporting document

Purpose for Transcript (Optional)

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

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.

1. Login or Register 2. Select Documents **3. Order Details** 4. Provide Consent 5. Payment 6. Review Order

Your Shopping Cart Contents

Total Items: 1 Amount: \$10.00


Qty.	Document Name	Unit	Total	
1	 eTranscript	\$10.00	\$10.00	<input type="button" value="Remove"/>

Delivery Mode - Electronic
Transcript Tracker - Disabled
Processing Time - Normal
Recipient Name - Test University
Email Address - records@utdallas.edu
Document Date - 05/01/2015 11:10:03

Sub-Total: \$10.00

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.

Please sign the signature area below




Clear Signature

Alternatively, you may complete the consent process by faxing in or uploading a signed form via the following link:
[Alternative Consent Method](#)

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

Please verify your signature below



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:

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 Billing Address

Back

Next

13. **Confirm** your Billing Info. **Review** the requests and charge amounts. Click **Confirm** to proceed.

Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name: Test Student
Test Card Number: 4111XXXXXXXX1111
Expiration Date: July, 2015
CVV Number (More Info): 111

Edit Payment Information

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
eTranscript	1	\$10.00	\$10.00
Delivery Mode - Electronic			
Processing Time - Normal			
Recipient Name - Test University			
Email Address - records@utdallas.edu			
Document Date - 06/03/2015 14:29:50			
Sub-Total:			\$10.00
Total:			\$10.00


Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

Back

Confirm

14. Input credit card Information. Click **Pay Now**.

Payment Information




Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

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

Order #25049

Thank you for using our document ordering site.

 Your order has been submitted and is being processed.

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

Thank you for your order. You will receive an email confirmation from the address "@addsmail.com".

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.


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.

Once an order is placed, you will be charged for the order. If holds preclude processing the order, you will have no more than 28 days to resolve the hold before your credit card is charged and the order is closed without transcript delivery. Holds resolved after 28 days will require the placement of a new order with charge.

[Log Off](#)

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.

From: The University of Texas at Dallas <noreply@addsmail.com> Sent: Fri 2/24/2012 7:02
To: Records
Cc:
Subject: The University of Texas at Dallas : Receipt for Order #24277

 **Transcripts**

Date Ordered: Friday 24 February, 2012
Confirmation for Order No: 24277

Test Student,

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

Document # 29455	1 x e-Transcript (\$10.00 each)	\$10.00
	Delivery Mode - Electronic	
	Processing Time - Now	
	Recipient Name - Test University	
	Email Address - Records@utdallas.edu	
	Document Date - 02-24-2012 17:54:45	
	
		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.

Notice to Mac and Linux users:
When viewing an electronic document, users must use Adobe Reader to view the document. You cannot view it with other PDF viewers.
[Get Adobe Reader for free](#)

Need Help? For any further questions or assistance, please contact the Office of the Registrar transcripts@utdallas.edu or 972-883-2342

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