

## 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

**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 **Paper Transcript** link to order a paper official transcript

The screenshot shows a progress bar with six steps: 1. Login or Register, 2. Select Documents (highlighted with an orange arrow), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. Below the progress bar, the text reads 'University Documents' and 'Please select the document type that is appropriate for you and your intended recipient.' There are three document options listed:

Document Type	Price
<b>eTranscript</b> Order a secure, certified PDF of your UT Dallas transcript. If you have required attachments to be included with your official transcript, please make sure to attach your document to the...	\$10.00
<b>Paper Transcript</b> ← Click Order a paper copy of your official UT Dallas transcript. Orders are generally processed within 3 to 5 business days after the University Registrar's office receives the request. During periods of...	\$10.00
<b>Medical, Law, Dental Application Services Purpose Only - Paper</b> ONLY FOR PURPOSES OF MEDICAL, LAW, DENTAL, PHARMACY, NURSING, OPTOMETRY, and OTHER APPLICATION SERVICES requiring a cover letter/attachment to a paper transcript. Important ordering information: ...	\$10.00

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.

The screenshot shows a shopping cart interface with a red border. On the left, the cart contains one item: '5 - Paper Transcript -> UTD' for a total of '\$50.00'. There is a 'Checkout' button and a 'Continue Shopping' link. On the right, a progress bar shows the current step as 'Select Documents', with other steps being 'Login or Register', 'Provide Consent', 'Payment Information', and 'Review & Submit Order'. A yellow warning box states: 'The quantity you entered was greater than the maximum quantity allowed per line item for this product. If there were no other errors, your order was adjusted to a quantity of 5 and added to your cart.' Below the warning, there is a dropdown menu currently set to 'Paper Transcript'.

**Provide complete mailing or delivery details:**

Processing Time  **Now** Holds are for current term only  
 **Hold for Degree**  
 **Hold for Grades**

Mailing Method

Special Instructions (Optional)  maximum characters allowed

Mailing Name:  \*

Mailing Address 1:  \*

Mailing Address 2:

Mailing Address 3:

Mailing City:  \* (For Military Addresses enter APO, DPO, or FPO here)

Mailing State:  \*

Mailing Zipcode:  \*

Mailing Country:  \*

Quantity:  \* (Max: 5)

[Add to 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.

**Your Shopping Cart Contents**

Total Items: 1 Amount: \$10.00

Qty.	Document Name	Unit	Total
<input type="text" value="1"/>	 Paper Transcript	\$10.00	\$10.00 <a href="#">Remove from cart.</a>

**Processing Time** - Now  
**Mailing Method** - Standard (USPS)  
**Document Date** - 02-25-2012 10:07:05

**Ship To:** University of Texas at Dallas  
 Attn: Enrollment Services  
 800 W. Campbell Road  
 Richardson, Texas 75080  
 United States

**Sub-Total: \$10.00**

[Update Shopping Cart](#) [Checkout](#)

Home | [Contact Us](#)

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**



X \_\_\_\_\_

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:

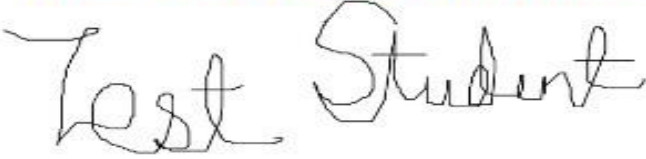
**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)**

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.

Shopping Cart [view]

1 - Paper Transcript  
-> University of T...  
\$10.00  
[Checkout](#)  
[Continue Shopping](#)

Identity Theft Protected  
securityMETRICS  
Credit Card  
SAFE

Login or Register | Select Documents | Provide Consent | Payment Information | **Review & Submit Order**

**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
Paper Transcript	1	\$10.00	\$10.00

**Processing Time** - Now  
**Mailing Method** - Standard (USPS)  
**Document Date** - 02-25-2012 10:07:05

**Ship To:** University of Texas at Dallas  
Attn: Enrollment Services  
800 W. Campbell Road  
Richardson, Texas 75080  
United States

**Sub-Total: \$10.00**  
**Total: \$10.00**

[Back](#) [Confirm](#)

[Home](#) | [Contact Us](#)



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.

<b>Order Information</b>	* Required Fields
Invoice Number: 21064-083357	
<b>Description:</b> The University of Texas at Dallas Document Request - powered by Avow Systems +ADDS Authentic Document Delivery Service	
<b>Total: US \$10.00</b>	
<b>Payment Information</b>	
	
Card Number:	<input type="text"/> * (enter number without spaces or dashes)
Expiration Date:	<input type="text"/> * (mmyy)
<b>Billing Information</b>	
First Name:	<input type="text" value="Test"/>
Last Name:	<input type="text" value="Student"/>


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

<p>Shopping Cart [view]</p> <p><b>Your cart is empty.</b></p> <p><a href="#">Continue Shopping</a></p> <p>Identity Theft Protected</p> 	<p><b>Order #24278</b></p> <p>Thank you for using our document ordering site.</p> <p> Your order has been submitted and is being processed.</p> <p><b>Note:</b> 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> <p style="text-align: center;"><a href="#">Log Off</a></p>
<a href="#">Home</a>   <a href="#">Contact Us</a>	

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: Sat 2/25/2012 11:30  
To:  Records  
Cc:  
Subject: The University of Texas at Dallas : Receipt for Order #24278

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# Transcripts

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Date Ordered: Saturday 25 February, 2012  
Confirmation for Order No: 24278

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

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Document #: 29456	1 x Paper Transcript (\$10.00 each)	\$10.00
	<b>Processing Time</b> - Now	
	<b>Mailing Method</b> - Standard (USPS)	
	<b>Document Date</b> - 02-25-2012 10:07:05	
		Sub-Total: \$10.00
		Total: \$10.00

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<b>Billing Address</b> Test Student 800 W. Campbell Road Richardson, TX 75080 United States	<b>Payment Method</b> Credit Card via Authorize.NET's Secure Checkout <b>Note:</b> Your order will appear as "Avow Systems, Inc." on your credit card statement.
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**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](#)

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**Need Help?** For any further questions or assistance, please contact the Office of the Registrar [transcripts@utdallas.edu](mailto:transcripts@utdallas.edu) or 972-883-2342

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