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# Transcript - Official

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**An official transcript is a comprehensive record of your academic progress, including transfer courses, credit earned by exam, and earned degrees.**

[Order Official Transcript Online or Check Status.](#) >

Your name appears on your official transcript as it appears on your university record. Official transcripts include the university seal and signature of the registrar.

Student academic records are classified as confidential and may be ***released only with the student's written authorization and signature***, in accordance with the Public Information Act and the Family Educational Rights and Privacy Act of 1974. Beginning September 1999, transcripts sent to other Texas schools include TSI and core curriculum information if available.

**Official transcripts are not issued for students with financial bars.** You can check your bar status through [What I Owe](#), with your UT EID. For more information on clearing financial bars, see [How to Pay](#) or call Student Accounts Receivable at (512) 475-7777.

## To Check Status of Official Transcript Orders

Click [here](#) or the *Order Official Transcript Online* button above to log in with your EID and select *Check order history (including in-office requests)* then select *Status of All Orders* or *Cancel Unpaid Orders*. **Transcripts are not sent until payment received.**

Transcripts sent to incomplete addresses provided on requests may cause delivery delays or returns by U.S. Postal Service. Address errors may require a new order with payment if not received. *Review addresses carefully* before submitting transcript request.

## Official Transcript Ordering Options

- [Online](#)
- [Mail, Fax, or Email](#)
- [In-Person](#)
- [By Proxy](#)
- [Hold For Current Grades and Degrees](#)
- [Expedited Delivery](#)

## Former Students

If enrolled after fall semester of 1979, you may already have an EID. Use the University's [UT EID Self-Service Tools](#) to find your EID, update your email address, and reset your password. For more EID help, contact [ITS Help Desk](#). If enrolled before fall 1979 or unable to obtain EID, submit [PDF order form](#) and leave EID blank.

## Processing Times

- Ordering official transcripts [online](#) expedites processing and sent within two (2) business days.
- All signed [written requests](#) are processed in the order received within five (5) business days.
- [In-person](#) orders for pickup usually ready within ten (10) minutes.
- Processing time for **all** orders may be longer during peak times; particularly at the end of semesters.

## Issuing Options

You may request your own official transcript to be issued to you in a sealed envelope; the transcript will be issued in an envelope with the registrar's signature across the back flap. If you do not request this option, the transcript will be stamped Issued to Student and will not be sealed with the registrar's signature. Transcripts mailed to third parties are automatically sealed.

**The Office of the Registrar does not have the ability to fax, email, or scan transcripts into digital format under any circumstances.**

### **Online Grade Report (EID required)**

See your grades and GPA by semester [online](#) or print out for your records. Student name appears on grade report.

## **How to Order an Official Transcript**

### **Order Online (EID required)**

*Ordering online expedites transcript processing.* Log onto the [secure online transcript order system](#) using your EID to place and confirm your order, then immediately pay through [What I Owe](#). After payment received, transcripts are sent within two (2) business days by standard U.S. mail or international air mail.

### **Important**

*Review your order carefully before paying.* Once an order is paid through [What I Owe](#), the order cannot be revised or canceled; refunds not accepted for online orders. Confirmed online orders left [unpaid](#) for more than 60 days will be systematically canceled. **To prevent online ordering errors, do not click browser's "back" button at any time during order placement.**

### **Payment**

[What I Owe](#) accepts the following forms of payment: eCheck, Electronic Funds Transfer (EFT), MasterCard, Discover, and American Express (AMEX not accepted in Registrar's Office). **VISA is not accepted on [What I Owe](#).**

### **Attachment Forms**

If a third-party form is required to be sent with transcript, place transcript order [online](#), pay through [What I Owe](#), and [email](#) third-party form to our office as an attachment *immediately* following order submission. Include your full name, EID, and online order number or destination address in the email. Scholarship applications, admission applications, financial documents, tax forms, essays, personal letters from students, or letters from third-parties outside The University of Texas at Austin cannot be sent with transcripts.

**Do not order online if:**

- **Picking up** official transcript at Registrar's Office
- Paying with VISA credit card
- Requesting **unofficial transcript** for barred students
- Requesting **unofficial previous school** transcripts
- Requesting transcript by authorized **proxy**
- Requesting **notarized** transcript

## Order by Mail, Fax, or Email

Submit signed **PDF transcript request** form by **email**; by fax (512) 475-7681; or by mail to The University of Texas at Austin; Office of the Registrar; Transcript Services; P.O. Box 7216; Austin, TX 78713-7216. *All written requests must have student's handwritten signature; digital signatures not accepted.* Unsigned transcript requests will not be processed and must be resubmitted with handwritten signature.

If requesting sealed student-issued transcripts on the **PDF order form**, clearly mark total number of official transcripts sent to student and how many official transcripts from the total number should be sealed separately in official envelopes. Third-party forms may be submitted with online or written requests; see **Attachment Forms** for more information.

## Order In-Person

Visit the Registrar's Office on the ground floor in Main Building, Monday through Friday between 8 a.m. and 5 p.m. You must present a valid UT ID card, state-issued photo ID or driver's license, current passport, or military ID for release of transcript. If mailing, you must provide a complete address or you may take the transcript with you. **If requesting expedited delivery of transcript(s), bring pre-paid FedEx shipping label(s) with you to the office before 4:30 p.m.** See **Expedited Delivery** for more information.

Requests for *notarized* official transcripts, certifications, and diplomas take additional time. Allow up to 30 minutes or more for documents to be notarized. Notarized official transcripts cannot be ordered online or sealed in an envelope. For more information, contact Transcripts by **email**.

## Order by Proxy

You may authorize a third party to order or pick up your official transcript by using our [PDF proxy authorization form](#); digital signatures not accepted. Signatures must be verified before transcript is released. Completed and signed proxy form may be faxed in advance to (512) 475-7681. Ordering by proxy cannot be done online. Official transcripts for pick up are printed when the proxy arrives to the office. Proxy must present their own valid student photo ID, state-issued photo ID or driver's license, current passport, or military ID for release of transcript. Instructions provided by student on proxy form will be followed exactly; changes requested after submission of form must require a new form.

## Hold for Grades and Degrees

You may request your official transcript to be held until your grades or degree for the current semester are recorded. Spring and summer degrees typically post one week after grades post at end of semesters; fall degrees post after office reopens from winter break. UT Law grades may post after semester ends. Law students should check the [online grade report](#) for final grade posting before ordering.

### **To hold transcripts for current semester grades or degree**

Orders placed to hold must be paid before final grade posting date of current semester. Online orders selected to "Hold for Grades" or "Hold for Degrees" must be paid immediately through [What I Owe](#) before end of semester to prevent orders from being held until end of following semester. Online ordering system for hold for degree is not available after final grade posting.

### **Hold for Grades/Hold for Degree expedited delivery option**

A **FedEx account must be used** to create shipping label(s) for orders holding for current semester grades or degree.

## Expedited Delivery

Transcripts can be sent by [Federal Express](#) at your expense. Other delivery services may be used if you make arrangements in advance. In compliance with security guidelines, payment information will not be provided to third-parties or delivery services. **Requesting FedEx delivery does not guarantee priority processing of your order.**

### **To request FedEx delivery**

Visit [FedEx](#) and select *Create a Shipment*. Continue through prompts to confirmation

page. On Confirmation Page, confirm address and shipping information, check the box for *Email a copy of my shipping label* on bottom of page and enter [transcriptforms@austin.utexas.edu](mailto:transcriptforms@austin.utexas.edu) to submit shipping label, then select *Ship*. Print backup copy of shipping label and, for online orders, **email** copy of shipping label to Transcripts. For written requests, submit printed label along with **signed FedEx PDF order form**. If ordering in-person, bring the shipping label with you to the office before 4:30 p.m.

*Transcripts for expedited delivery will not be sent without pre-paid FedEx shipping label for each destination address.*

### FedEx processing

- **Written transcript requests** for expedited delivery received via mail, fax, or email **after 4 p.m.** will be processed and usually sent within next two (2) business days.
- **Online** orders requesting expedited delivery via Federal Express will be sent out *next business day*.
- For orders placed **in-person**, bring a printed pre-paid FedEx shipping label with you for each destination address to our office before 4:30 p.m.

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### Contact us

[transcripts@austin.utexas.edu](mailto:transcripts@austin.utexas.edu)

Include EID with email inquiries.

- **Kim Taylor**  
Associate Registrar
- Fax (512) 475-7681
- **Campus Address**  
Main Bldg Rm 1, Registrar |  
Transcripts M5500
- **Mailing Address**
  - University of Texas at Austin
  - Office of the Registrar
  - Transcript Services
  - PO Box 7216
  - Austin, TX 78713-7216

## Students

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Our mission is to create, maintain, certify, and protect University records of courses, degrees, and students.

MAIN BUILDING, ROOM 1

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