





To order copies for one or more third parties, include this completed page with your order, and print copies of this page, if needed, for multiple parties. Third-party transcripts are mailed in **official** envelopes. *Transcripts are sent by standard U.S. mail or international mail. Transcripts cannot be sent via email, fax, or converted into electronic format.*

Send   transcript copies to the following third party:

- Hold** for current semester final grades
- Hold** for current semester LAW grades
- Hold** for current semester degree posting

contact name business or school name

mailing address

city, state, zip code country, if outside U.S.

| Send to another third party

Send   transcript copies to the following third party:

- Hold** for current semester final grades
- Hold** for current semester LAW grades
- Hold** for current semester degree posting

contact name business or school name

mailing address

city, state, zip code country, if outside U.S.

| Check transcript order status online

**Due to the volume of requests received, orders may not be confirmed as received by telephone. Students with current UT EID can [check transcript order status](#) or [order](#) online for quicker transcript processing.**

**To check on status of official transcript orders:**

1. Visit transcript online order system: <https://utdirect.utexas.edu/registrar/transcripts>
2. Enter UT EID and password
  - a. For EID or password help, contact [ITS Help Desk](#) by telephone: **(512) 475-9400**
3. Click **Check Transcript Order Status** at bottom of page or **Transcript Order Status** in left-hand navigation menu
4. Newest order is on top of order history; click **More Info** to view or print screen as a receipt
5. **Date Order Mailed** is date transcript was sent

**NOTE: Submitting .pdf request forms must allow five (5) business days for in-office processing.**

**Questions?** Visit our FAQs online: <http://registrar.utexas.edu/transcripts/faq>

