



Registrar transcript form 891 | Ordering \$10 transcripts.

To order, mail this signed form to **UT Office of the Registrar, Transcript Services**, PO Box 7216, Austin, TX 78713-7216, fax it to 512 **475-7681**, or email to **transcripts@austin.utexas.edu**.

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**last name on record**, first and middle names

**ut eid**, if known

birthdate 

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**current name**, if different from name on record

**street** address

**city**, state, zip

**country**

**email** address

**day** telephone

**other** tel

First enrolled?  fall  spr  sum 

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 year

Last enrolled?  fall  spr  sum 

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 year

Extension or correspondence courses only? 

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 year taken

**Sending them.**

Send 

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 transcript copies to me at the address above. Seal 

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 copies separately in official envelopes.

Required forms attached.  Send by FedEx — no PO Boxes. (Rates at fedex.com)

Hold for final grades.  Hold for degree posting. (If ordering for a **third party**, fill out the next page.)

**Paying and signing for them.**

Official transcripts are not issued until financial bars are paid. Make checks or money orders payable to the University of Texas at Austin. If paying with credit, include complete credit information. Be sure to sign in ink (digital signatures not accepted). **Unsigned or incomplete forms will be returned to you unprocessed.**

Pay by  check/money order  Discover  MC  Visa, for 

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 copies at \$10 ea: **amount due** \$ 

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cardnumber 

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 exp date 

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 cvc code 

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**cardholder's name**

**billing zip**

**I certify that I am the person** whose name appears on the name lines of this form, and do hereby authorize release of my academic records to the addresses listed here. (In accordance with the Texas Open Records Act and the Family Educational Rights and Privacy Act of 1974, as ammended, student academic records are classified as confidential, and may be released only with the **student's** written authorization and signature.

**your signature**, in ink

**date**

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Registrar transcript form 891, continued | Ordering \$10 transcripts for one or more **third parties**.

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Send  transcript copies to the following third party.  Required forms attached.  
 Send by FedEx — no PO Boxes.  Hold for final grades.  Hold for degree posting.

<b>name</b>	<b>title</b>
<b>street</b> address	
<b>city, state, zip</b>	<b>country</b>

Another third party.

Send  transcript copies to the following third party.  Required forms attached.  
 Send by FedEx — no PO Boxes.  Hold for final grades.  Hold for degree posting.

<b>name</b>	<b>title</b>
<b>street</b> address	
<b>city, state, zip</b>	<b>country</b>

FedEx overnight options — *rates at fedex.com*

**FedEx won't deliver to PO Boxes.** Transcript orders after 4 p.m. cst are sent the *next* business day. On delivery, your credit card or FedEx acct number is billed *in a separate transaction by FedEx*.

**Delivery** — choose one:  *Priority overnight*: next business day a.m.  *Standard overnight*: next business day p.m.  *2day*: second business day  *Express Saver*: third business day  *Saturday*: for Friday orders only — **not** for Standard or Express Saver

For delivery to a residence:  Require a signature. | For FedEx billing:  Use the same card used for the transcript order; or use this other card:

cardnumber  exp date  /  cvc code

or use this FedEx acct number: \_\_\_\_\_