

Creating a UT Dallas Transcript Account for Current Students

1. Sign in to the Galaxy portal
2. Click on the "Order Official Transcript" link under Orion Self-service.
3. Confirm and correct the information pre-entered from your Orion account.

ADDRESS DETAILS

Welcome to the The University of Texas at Dallas document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name: *

Middle Name:

Last Name: *

Street Address: *

Address Line 2:

City: * (Military Addresses: enter APO, DPO, or FPO)

State/Province: ▾ *

Post/Zip Code: *

Country: ▾ *

Telephone: *

Email Address: *

4. Click Submit

Creating a UT Dallas Transcript Account for Alumni and Former Students

Alumni and former student access is only available for 30 days. After 30 days, you will need to complete this process again.

1. Go to www.utdallas.edu/registrar/transcripts and click on the **Former Student Reactivation form** link.

Former Students and Alumni

- To order an official transcript, an active NetID/Galaxy is necessary.
- If you do not have an active NetID, please complete the [Former Student Reactivation form](#).
- In two business days, an email verifying the active NetID will arrive.
- Once NetID is active, click [Login to Galaxy](#).
- Before you request to reactivate your Galaxy/NetID account (through the form), please confirm that you no longer have access to Galaxy. If you have an active NetID, you do not need to fill out this form. A simple check to see if your NetID account is active – were you enrolled in the past 2 terms, OR are you enrolled in a future term. If the answer is yes to either question, then you will not need to fill out the Former Student Reactivation form. Please note, that the form is not for resetting password.

Login to Galaxy (Active NetID)

Students who have access to Galaxy may place an order for an official transcript using Orion Self-Service link in the Galaxy portal. Once logged in, choose the "Order Official Transcript" link under Orion Self-Service.

2. Enter your information in the Validation Questions and Required Information for Reactivation sections, then click submit.

The screenshot shows a web form with two main sections. The first section is titled "Validation Questions - Enter information used during attendance at UT Dallas" and contains the following fields: First Name, Last Name, Date of Birth (with a calendar icon), Phone Number, City of Last Residence, and Last Year Attended. The second section is titled "Required Information for Reactivation" and contains the following fields: Current Phone Number and Current Email Address. At the bottom right of the form is a yellow "Submit" button. Three blue arrows point to the "Validation Questions" header, the "Required Information for Reactivation" header, and the "Submit" button.

Validation Questions - Enter information used during attendance at UT Dallas

First Name:

Last Name:

Date of Birth:

Phone Number:

City of Last Residence:

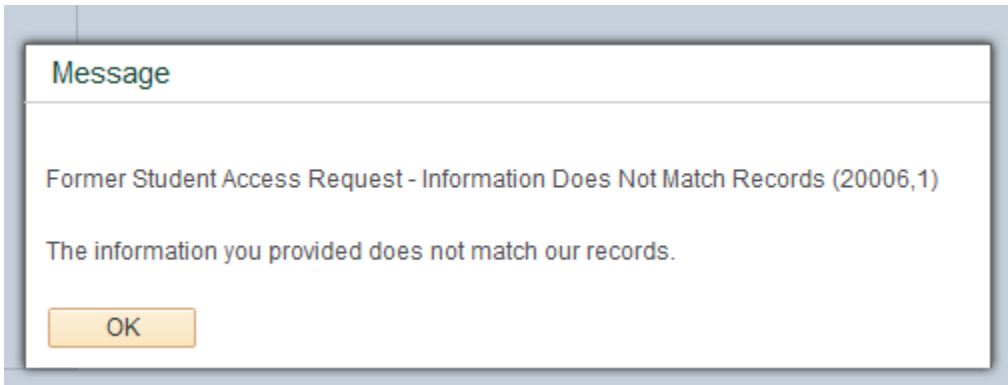
Last Year Attended:

Required Information for Reactivation

Current Phone Number:

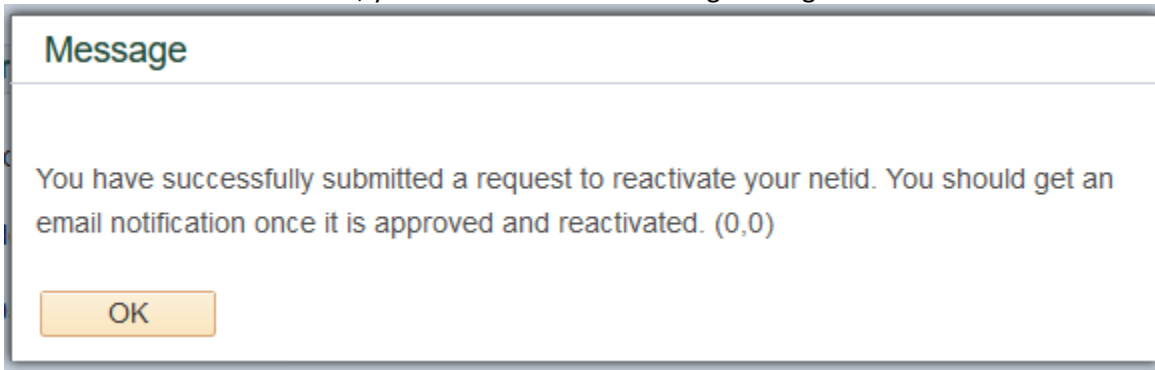
Current Email Address:

If the information does not match records in Orion, the system will return the following message:



If you require assistance please email transcripts@utdallas.edu.

If the submission is successful, you will receive the following message:



3. In 1-2 business days you will receive a NetID activation email. Please follow the instructions in the email to reactivate your NetID.
4. Once your NetID is active sign in to [Galaxy](#).
5. Click on the "Order Official Transcript" link under Orion Self-service.



6. Confirm and correct the information pre-entered from your Orion account.

Welcome to the The University of Texas at Dallas document ordering site. In order for us to process your document request you will need to provide some information about yourself. This form will only need to be filled out once, any further access will have the information stored for your convenience. Thank you.

Note This information will be used for the following reasons:

- To keep you informed about the status of your order. In addition, your name will be included in the messaging to the recipients of your documents.
- For current billing information
- This information will **not** be sent back to the institution to update their records.

First Name: *

Middle Name:

Last Name: *

Street Address: *

Address Line 2:

City: * (Military Addresses: enter APO, DPO, or FPO)

State/Province: ▾ *

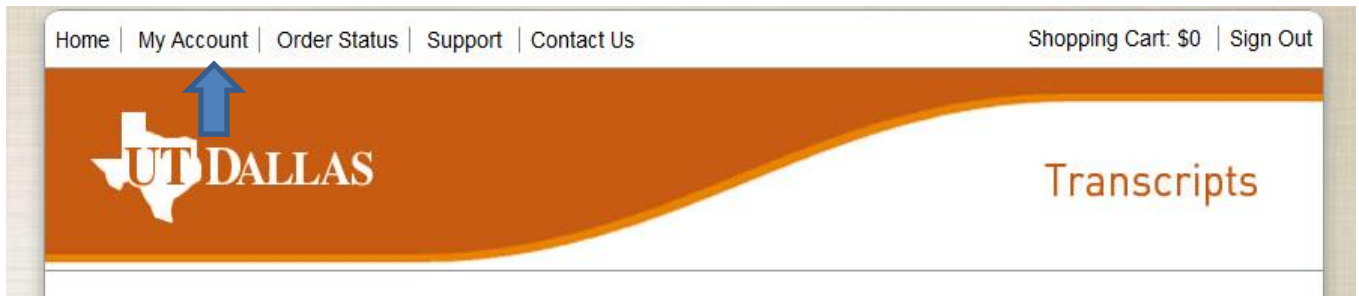
Post/Zip Code: *

Country: ▾ *

Telephone: *


Email Address: *

7. **Very Important:** If you previously had an account at the UT Dallas Transcript Store and the confirm information screen does not display please click the My Accounts tab to update your account information.



8. Search for the school/organization you wish to receive your transcript or use the Send to Yourself, Another Individual, or Third Party link.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out




Transcripts

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

Where would you like your document(s) sent?

We are currently working on orders submitted on September 22nd, 2016.

Start by searching for your destination:
Institution Name, Acronym, Location, or Email




SEARCH

Or [Send to Yourself, Another Individual, or Third Party](#)

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08:23am PST INT01

9. **Select** where you want your transcripts sent.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out




Transcripts

1. Login or Register2. Select Documents3. Order Details4. Provide Consent5. Payment6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

University of Texas at Dallas

INSTITUTION	EMAIL	LOCATION	
University of Texas at Dallas		..	<input type="button" value="SELECT"/>

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

ENTER YOUR OWN

↑

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08:40am PST INT01

10. Select how you want your transcript delivered. Via mail or by electronic delivery.
 - a. To order electronically, Click on the green Electronic Button
 - b. Enter your email address
 - c. Select the purpose of your transcript request
 - d. Click Continue

Note: 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)
- 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



Transcripts

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

Product Description

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 eTranscript order at the time of your request.

Orders are processed by an automated system, generally within 8 hours after you receive your order confirmation email. During periods of high volume, it may take longer to process your transcript order.

Additional Information

- UT Dallas will charge a \$10 processing fee for each official University transcript.
- 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.
- Transcripts will reflect the individual's complete record; Undergraduate and graduate transcripts are issued together.
- Order options for requesting delayed processing such as "Hold for Grade" or "Hold for Degree" are not 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](#)
- 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.

Destination:

University of Texas at Dallas

[Continue](#)

Document Name:

eTranscript - \$10.00

[Switch to Mail Delivery](#)

Order Options

Delivery Mode **Electronic**

Processing Time **Normal**

Recipient Name*

Email Address*

Enter the recipient's email address for delivery

Attachment (Optional) [Browse...](#)

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).

Total \$10.00


[Add Another Item](#)

[Continue](#)



6a. Review your order status and then click on Check Out.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$10 | Sign Out




Transcripts

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	Remove

Delivery Mode - Electronic
Processing Time - Normal
Document Date - 02/20/2017 9:57:07
Send To - University of Texas at Dallas

Sub-Total: \$10.00

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

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10:00am PST INT01



6b. Sign for your transcript and click on Accept and Continue.

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 sign the signature area below

Test Student

Clear Signature

Accept and Continue



Alternatively, you may complete the consent process by faxing in or uploading a signed form via the following link:

[Alternative Consent Method](#)

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10:18am PST INT01

To Order a Paper Transcript:

11. Click on Switch to Mail Delivery

12. Click on No, Send by Mail

- Please confirm with the recipient that they will be able to receive an electronic copy of your transcript.
- Transcripts will reflect the individual's complete record; Undergraduate and graduate transcripts are issued together.
- Order options for requesting delayed processing such as "Hold for Grade" or "Hold for Degree" are not 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](#)
- 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.

Destination: University of Texas at Dallas .	Document Name: eTranscript - \$10.00 Switch to Mail Delivery
---	---

Order Options

Delivery Mode: Electronic Paper

Your selected Institution prefers to receive Electronically. Would you like to continue sending in their preferred method?

Purpose for Transcript (Optional)

Attachment (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).

Total \$10.00

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13. **At the Select Product Type Screen, Select Paper Transcript.** If you are ordering a transcript for dental, law or medical applications, select the Medical, Law, Dental Application Services Purpose Only option.


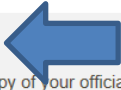

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out



Transcripts

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

Select Product Type

	<p>Paper Transcript </p> <p>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...</p>	\$10.00
	<p>Medical, Law, Dental Application Services Purpose Only - Paper</p> <p>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: ...</p>	\$10.00

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11:01am PST INT01

14. At the Product Description screen, enter your address and Click on **Continue**.

Product Description

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 high volume, it may take longer to process your request.

You have the option of selecting one of the following mailing methods.

- Standard (U.S. Postal Service)
- Expedited - U.S. address (no P.O. Box address, \$10)
- Expedited - International (no P.O. Box address, \$25)


Additional Information

- UT Dallas will charge a \$10 processing fee for each official University transcript. Expedited mailing charges may be selected at an additional charge.
- 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.
- Order options for requesting delayed processing such as "Hold for Grade" or "Hold for Degree" are not available. Please confirm that grades are posted or degree is conferred before placing an order. Instructions can be found at the [UT Dallas Registrar's Transcript](#) webpage.
- 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.

Destination:	Document Name:
University of Texas at Dallas	Paper Transcript - \$10.00


Address

Mailing Name: *	<input type="text" value="University of Texas at Dallas"/>
	<i>(Institution, Building, Person, etc.)</i>
Mailing Country: *	<input type="text" value="United States"/>
Mailing Address 1: *	<input type="text"/>
	<i>(Extra information use Mailing Address 2 and 3)</i>
Mailing Address 2:	<input type="text"/>
Mailing Address 3:	<input type="text"/>
Mailing City: *	<input type="text"/>
	<i>*(Military Addresses: enter APO, DPO, or FPO)</i>
Mailing State: *	<input type="text" value="Please select ..."/>
Mailing Postal Code: *	<input type="text"/>




15. After entering your address, at the **Order Details Screen**, enter your order details

Destination: University of Texas at Dallas	Document Name: Paper Transcript - \$10.00 Switch to Electronic Delivery
<hr/>	
Address	
Mailing Name: *	<input type="text" value="University of Texas at Dallas"/> <small>(Institution, Building, Person, etc.)</small>
Mailing Country: *	<input type="text" value="United States"/>
Mailing Address 1: *	<input type="text" value="5990 Arapaho Rd"/> <small>(Extra information use Mailing Address 2 and 3)</small>
Mailing Address 2:	<input type="text"/>
Mailing Address 3:	<input type="text"/>
Mailing City: *	<input type="text" value="Dallas"/> <small>* (Military Addresses: enter APO, DPO, or FPO)</small>
Mailing State: *	<input type="text" value="Texas"/>
Mailing Postal Code: *	<input type="text" value="75248"/>
<hr/>	
Order Options	
Processing Time ⓘ	<input type="button" value="Normal"/>
Mailing Method	<input type="text" value="Standard (USPS)"/>
Mailing Phone #	<input type="text"/>
	<small>* Required for Express</small>
Purpose for Transcript (Optional)	<input type="text" value="--"/>
Quantity:	<input type="text" value="1"/> <small>* (Max: 5)</small>
	Total \$10.00
<input type="button" value="Add Another Item"/>	<input type="button" value="Continue"/>
<hr/>	
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16. Review your Shopping Cart Contents and Click on **Check Out**.


Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$10 | Sign Out

Transcripts

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	 Paper Transcript	\$10.00	\$10.00	Remove

Processing Time - Normal
Mailing Method - Standard (USPS)
Mailing Phone # - [972-883-4049](tel:972-883-4049)
Document Date - 02/20/2017 11:23:14

Ship To: University of Texas at Dallas
800 W Campbell Rd
Richardson, Texas 75080-3021
United States

Sub-Total: \$10.00

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

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11:23am PST INT01

17. Sign for your transcript and Click on **Accept and Continue**.

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 sign the signature area below

Test Student

Clear Signature

Accept and Continue



Alternatively, you may complete the consent process by faxing in or uploading a signed form via the following link:

[Alternative Consent Method](#)

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10:18am PST INT01

18. Then click on **Accept Signature and Continue**.

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

Signed consent form to release academic records

I,  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



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01:45pm PST INT01




19. Input credit card Information, verify billing information and click **Next**.
- Please do not 'double-click' the Submit button. Doing so will produce an error.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$10 | Sign Out

Transcripts

1. Login or Register2. Select Documents3. Order Details4. Provide Consent5. Payment6. Review Order

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number ([More Info](#))

Note: When payment is made with a credit card, the order will appear as "Parchment" 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
5990 Arapaho Rd
Dallas, TX 75248
United States

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11:36am PST INT01

16. Confirm your **Billing Information** then click on **Confirm**.

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

Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name:	Test Student	Edit Payment Information
Test Card Number:	4111XXXXXXXXX1111	
Expiration Date:	January, 2026	
CVV Number (More Info)	111	

Billing Address: (*Must match the address associated with your credit card)

Test Student	Edit Billing Address
5990 Arapaho Rd	
Dallas, TX 75248	
United States	

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Paper Transcript	1	\$10.00	\$10.00
Processing Time - Normal			
Mailing Method - Standard (USPS)			
Mailing Phone # - 972-883-4049			
Document Date - 02/20/2017 11:23:14			
Purpose For Transcript - Employment			
Ship To: University of Texas at Dallas			
800 W Campbell Rd			
Richardson, Texas 75080-3021			
United States			
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](#)

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11:37am PST INT01

17. Your order is complete. An order receipt email will be sent to the email address submitted during account creation. Please make sure to allow emails from @addsmail.com.


Home | [My Account](#) | [Order Status](#) | [Support](#) | [Contact Us](#) Shopping Cart: \$0 | [Sign Out](#)



Transcripts

Order #68191

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.

Print 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 longer to process your transcript order.

eTranscript orders are normally processed and available for download within 6 to 8 hours.


[Log Off](#)

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11:39am PST INT01

Ordering Medical, Dental and Law Transcripts

1. At the **Select Product Type Screen**, select **Medical, Law Dental Applications Services Purpose Only Paper**.



Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out



Transcripts

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

Select Product Type

	<p>Paper Transcript</p> <p>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...</p>	\$10.00
	<p>Medical, Law, Dental Application Services Purpose Only - Paper</p> <p>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: ...</p>	\$10.00

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11:01am PST INT01

2. At Product Description Screen, Enter details requested.

Services requiring a hard reproduction of a paper transcript.

Important ordering information:

- Order a paper copy of your official UT Dallas transcript to be sent to application services only. Please note, orders to personal addresses or other mailing address need to use the "eTranscript" or "Paper Transcript" method.
- One transcript per address only
- Orders are generally processed within 3 to 5 business days after the University Registrar's office receives the request. During periods of high volume, it may take longer to process your request.
- Attach completed forms required by application service to the order. (example: TMSAS transcript cover letter)
- Mailing method will be standard (U.S. Postal Service)
- UT Dallas will charge a \$10 processing fee for each official University transcript.
- Order options for requesting delayed processing such as "Hold for Grade" or "Hold for Degree" are not available. Please confirm that grades are posted or degree is conferred before placing an order. Instructions can be found at the UT Dallas Registrar's Transcript webpage.
- 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.
- 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.

Address

Mailing Name: *
(Institution, Building, Person, etc.)

Mailing Country: *

Mailing Address 1: *
(Extra information use Mailing Address 2 and 3)

Mailing Address 2:


Mailing Address 3:

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

Mailing State: *

Mailing Postal Code: *

Order Options

Processing Time 


Mailing Method

Mailing Phone #

Attachment*
Upload completed supporting document

Attachment 2
(Optional)

3. Review your cart details. Click on **Check out**.



Transcripts


✓ Success: file saved successfully.

✓ Success: file saved successfully.

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

Processing Time - Normal
Mailing Method - Standard (USPS)
Mailing Phone # - [972-883-4049](tel:972-883-4049)
Document Date - 02/20/2017 13:38:07
Attachment - 12018. ORION Access Request Form.pdf
Attachment Type - Letter of Recommendation
Attachment 2 - 12019. Survey.pdf
Attachment Type - School Profile

Ship To: University of Texas at Dallas
800 West Campbell Rd
Richardson, Texas 75080
United States

Sub-Total: \$10.00

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

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4. Sign the form and click on **Accept and Continue**.

1. Login or Register2. Select Documents3. Order Details **4. Provide Consent**5. Payment6. Review Order

Consent form to release academic records

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 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:

5. Verify your signature and click on **Accept Signature and Continue**.

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

Signed consent form to release academic records

I,  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.

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Please visit the [U.S. Department of Education website](#) for further information regarding FERPA.


Please verify your signature below



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01:45pm PST INT01

6. Enter payment information. Then click **Next**.




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Transcripts

1. Login or Register2. Select Documents3. Order Details4. Provide Consent5. **Payment**6. Review Order

Payment Method

We accept:   

Card Owner's Name:

Test Card Number:

Expiration Date:

CVV Number [\(More Info\)](#):

Note: When payment is made with a credit card, the order will appear as "Parchment" 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 West Campbell
Richardson, TX 75080
United States

Parchment Ordering Service v2.9

7. Confirm your billing information. Then Click **Confirm**.

Transcripts

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

Confirm Your Billing Info:

Test Credit Card: Visa
Card Owner's Name: Test Student [Edit Payment Information](#)
Test Card Number: 4111XXXXXXXX1111
Expiration Date: January, 2026
CVV Number [\(More Info\)](#) 111

Billing Address: (*Must match the address associated with your credit card)
Test Student [Edit Billing Address](#)
800 West Campbell
Richardson, TX 75080
United States


Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Medical, Law, Dental Application Services Purpose Only - Paper	1	\$10.00	\$10.00
Processing Time - Normal			
Mailing Method - Standard (USPS)			
Mailing Phone # - 972-883-4049			
Document Date - 02/20/2017 13:38:07			
Attachment - 12018. ORION Access Request Form.pdf			
Attachment Type - Letter of Recommendation			
Attachment 2 - 12019. Survey.pdf			
Attachment Type - School Profile			
Purpose For Transcript - Graduate/Professional School			
Ship To: University of Texas at Dallas 800 West Campbell Rd Richardson, Texas 75080 United States			
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.


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[Confirm](#)



8. Your order is complete. An order receipt email will be sent to the email address submitted during account creation. Please make sure to allow emails from @noreplyparchment.com.


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Transcripts

Order #[68191](#)

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.

Print 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 longer to process your transcript order.

eTranscript orders are normally processed and available for download within 6 to 8 hours.

[Log Off](#)

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