## **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.

you will need to prov have the information	e University of Texas at Dallas doo vide some information about your n stored for your convenience. The	cument ordering site. In order for us to process your document request self. This form will only need to be filled out once, any further access will ank you.
Note This information	on will be used for the following re	asons:
<ul> <li>To keep you info recipients of your</li> <li>For current billing</li> <li>This information</li> </ul>	rmed about the status of your order r documents. g information will <b>not</b> be sent back to the institu	er. In addition, your name will be included in the messaging to the tion to update their records.
First Name:	Test	•
Middle Name:		
Last Name:	Registrar	•
Street Address:	123 Street	•
Address Line 2:		
City:	Dallas	* (Military Addresses: enter APO, DPO, or FPO)
State/Province:	Texas	*
Post/Zip Code:	75080	•
Country:	United States	•
Telephone:	555-555-5555	
Email Address:	youremail@email.com	

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 <u>www.utdallas.edu/registrar/transcripts</u> 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 were 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.

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:		
	Submit	Č

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

Message
Former Student Access Request - Information Does Not Match Records (20006,1)
The information you provided does not match our records.
ОК

If you require assistance please email <u>transcripts@utdallas.edu</u>.

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

Message
You have successfully submitted a request to reactivate your netid. You should get an email notification once it is approved and reactivated. (0,0)
ОК

- 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 <u>Galaxy</u>.
- 5. Click on the "Order Official Transcript" link under Orion Self-service.



Orion Self-Service (Student)

Use these links to perform school related activities.

Orion Student Center Campus Finances Admissions Forms Folder Schedule Planner Register Add Drop Class Schedule Your Enrollment Appointment View My Grades EZPAY - View / Pay Bills Order Official Transcript 6. Confirm and correct the information pre-entered from your Orion account.

Welcome to the The you will need to pro-	University of Texas at Dallas do vide some information about your	ocument ordering site. In order for us to process your document request rself. This form will only need to be filled out once, any further access will
have the information	n stored for your convenience. Th	nank you.
Note This information	on will be used for the following re	easons:
<ul> <li>To keep you info recipients of your</li> <li>For current billing</li> </ul>	rmed about the status of your ord documents. information	der. In addition, your name will be included in the messaging to the
This information	will not be sent back to the institu	ution to update their records.
First Name:	Test	•
Middle Name:		
Last Name:	Registrar	•
Street Address:	123 Street	•
Address Line 2:		
City:	Dallas	* (Military Addresses: enter APO, DPO, or FPO)
State/Province:	Texas	•
Post/Zip Code:	75080	•
Country:	United States	
Telephone	555-555-5555	
relephone.		

7. **Very Important:** If you previously had an account at the UT Dallas Transcript Store and the confirm information screen does not displacy 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.

Iome   My Account   Order Status   Support   Contact Us	Snopping Cart. ຈະ 📋 Sign Ou
UTDALLAS	Transcripts
1. Login or Register <b>2. Select</b> 3. Order Details 4. Provide Consent <b>Documents</b>	5. Payment 6. Review Order
Where would you like your document(s) sent? We are currently working on orders submitted on September 2 Start by searching for your destination: Institution Name, Acronym, Location, or Email Institution Name, Acronym, Location, or Email Or Send to Yourself, Another Individual, or Third Party	22nd, 2016. Q SEARCH
Parchment Ordering Service v2.9 Copyright © 2006-2017 Parchment Inc. All Rights Reser Privacy Policy. Refund Policy. 08:23am PST INT01	rved.

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

ome│ My Account│ Or	der Status   Supp	ort   Contact Us			Shop	oping Cart: \$0 ∣ Sign Ou
<b>UT</b> DAL	LAS				Tr	anscripts
1. Login or Register	2. Select Documents	3. Order Details	4. Provide	Consent	5. Payment	6. Review Order
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	Start by searching Institution Name, Acrony	for your destination: m, Location, or Email				
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University of Texas at	Dallas		9	, ,		SELECT
					_	
Not finding your	destination?				EN	TER YOUR OWN
You can enter a destinatio	n manually by using a	physical address or an E	mail address			
	Соруг	Parchment Orde ight © 2006-2017 Parch Privacy Policy. 08:40am I	ring Service ment Inc. All Refund Polic PST INT01	v2.9 Rights Reserv y.	ed.	

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

		an entre frank and an and an
DALLA	<b>AS</b>	Transcripts
1. Login or Register	2. Select Documents	alle 4. Provide Consent 5. Payment 6. Review Orde
Product Description		
Order a secure, certifie	ed PDF of your UT Dallas tra	anscript.
If you have required at document to the eTran	tachments to be included wi script order at the time of yo	th your official transcript, please make sure to attach your our request.
Orders are processed confirmation email. Du	by an automated system, ge ring periods of high volume,	enerally within 8 hours after you receive your order it may take longer to process your transcript order.
Additional Information		
<ul> <li>To avoid potential proble</li> <li>Please confirm with the i</li> <li>Transcripts will reflect th</li> <li>Order options for request that grades have posted</li> <li>Transcript webpage</li> <li>Official transcript orders</li> <li>All transcript orders mus accepted for federal or s</li> </ul>	ems with sparn filters, please instr recipient that they will be able to r ie individual's complete record; Ur sting delayed processing such as i or degree is conferred before pla may only be requested before pla table requested by the student / al state law enforcement agency pur	uct your recipient to allow emails from Parchment (parchment.com), receive an electronic copy of your transcript, ndergraduate and graduate transcripts are issued together. "Hold for Grade" or "Hold for Degree" are not available. Please confirm icing an order, Instructions can be found at the UT Dallas Registrar's he UT Dallas Transcript Storefront, umni / former student directly. Third-party released requests will only b poses.
Destination:		Document Name:
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6a. Review your order status and then click on Check Out.

Home   My Account   Order Status	Support   Contact Us	Shopping Ca	art: \$10   Sign Out
UTDALLAS		Trans	scripts
1. Login or Register 2. Selec Documen	t <b>3. Order Details</b> 4. Provide Consent tts	t 5. Payment 6. I	Review Order
Your Shopping Cart Contents			
	Total Items: 1 Amount: \$10.00		
Qty. Document Name		Unit Total	
1 eTranscript Delivery Mode - Electroni Processing Time - Norma Document Date - 02/20/2 Send To - University of Te	c al 017 9:57:07 exas at Dallas	\$10.00 <b>\$10.00</b>	Remove
		Sub-Tot	al: \$10.00
Update Shopping Cart		Continue Shopping	Checkout
	Parchment Ordering Service v2.9 Copyright © 2006-2017 Parchment Inc. All Rights Re Privacy Policy. Refund Policy. 10:00am PST INT01	served.	

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



## To Order a Paper Transcript:

- **11.** Click on Switch to Mail Delivery
- **12.** Click on No, Send by Mail

<ul> <li>Plea</li> <li>Tran</li> <li>Ord</li> <li>that</li> <li>Tran</li> <li>Official</li> <li>All the according</li> </ul>	se confirm with the recipient scripts will reflect the individ r options for requesting dela grades have posted or degre script webpage ial transcript orders may only anscript orders must be requ pted for federal or state law	that they will be able to rece ual's complete record; Unde yed processing such as "Ho ee is conferred before placin y be requested through the t justed by the student / alumi enforcement agency purpos	eive an electronic copy of your rgraduate and graduate tran ld for Grade" or "Hold for De g an order. Instructions can UT Dallas Transcript Storefro ni / former student directly. T ees.	ur transcript. scripts are issued egree" are not avai be found at the UT ont. "hird-party release	together. liable. Pleas l' Dallas Reg d requests f	se confirm gistrar's will only be	
Destin	ation:		Document Name:				-
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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 Accou	unt   Order Status   Suppo	ort   Contact Us		Shop	oping Cart: \$0   Sign Out
	DALLAS			Tr	ranscripts
1. Login or Re	gister 2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review Order
Select Product	Туре				
P	Paper Transcript Order a paper copy of or processed within 3 to 5 b receives the request. Dur	our official UT Dallas to ousiness days after the ring periods of	ranscript. Orders are ge e University Registrar's (	nerally office	\$10.00
	Medical, Law, Dental Applica ONLY FOR PURPOSES NURSING, OPTOMETR cover letter/attachment to	ation Services Purpose ( OF MEDICAL, LAW, Y, and OTHER APPL o a paper transcript. It	Dnly - Paper DENTAL, PHARMACY ICATION SERVICES re mportant ordering inform	, quiring a nation:	\$10.00
	Copyri	Parchment Orde ight © 2006-2017 Parch Privacy Policy 11:01am	ering Service v2.9 ment Inc. All Rights Reser . Refund Policy. PST INT01	rved.	

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

Order a paper copy of your official UT Dallas tra days after the University Registrar's office receiv longer to process your request.	nscript. Orders are generally processed within 3 to 5 business ves the request. During periods of high volume, it may take	
You have the option of selecting one of the follo	wing mailing methods.	
Standard (U.S. Postal Service)     Expedited - U.S. address (no P.O. Box addres     Expedited - International (no P.O. Box addres	ss, \$10) ;s, \$25)	
Additional Information		
•UT Dallas will charge a \$10 processing fee for e be selected at an additional charge. • Transcripts will reflect the individual's complete together. • Expedited shipping requests do not receive prior	ach official University transcript. Expedited mailing charges may record; Undergraduate and graduate transcripts are issued rity processing. Expedited shipping fees only provide for the	
Contract of the shipped express after the normal order options for requesting delayed processing available. Please confirm that grades are posted be found at the UT Dallas Registrar's Transcript official transcript orders may only be requested Attachments are only available via the electronic.	processing time. g such as "Hold for Grade" or "Hold for Degree" are not or degree is conferred before placing an order. Instructions can webpage. through the UT Dallas Transcript Storefront. c transcript option. If you have required attachments to be	
<ul> <li>All transcript orders must be requested by the s</li> </ul>	se the e-Transcript option. tudent / alumni / former student directly. Third-party released	
requests will only be accepted for federal or state	a law enforcement agency purposes.	
Destination:	Document Name:	
Destination: University of Texas at Dallas	Document Name: Paper Transcript - \$10.00	
Destination: University of Texas at Dallas	a law enforcement agency purposes. Document Name: Paper Transcript - \$10.00	
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requests will only be accepted for federal or state Destination: University of Texas at Dallas , Address Mailing Name: * Mailing Country: * Mailing Address 1: * Mailing Address 3: Mailing Address 3: Mailing City: * Mailing State: * Mailing Postal Code: *	e law enforcement agency purposes.  Document Name: Paper Transcript - \$10.00  University of Texas at Dallas (Institution, Building, Person, etc.) United States (Institution, Building, Person, etc.) (United States (Extra information use Mailing Address 2 and 3) (Extra in	

## 15. After entering your adresss, at the Order Details Screen, enter your order details

Destination:	Document Name:		
University of Texas at Dallas	Paper Transcript - \$10.00 Switch to Electronic Delivery		
Address			
Mailing Name: *	University of Texas at Dallas		
	(Institution, Building, Person, etc.)		
Mailing Country: *	United States ~		
Mailing Address 1: *	5990 Arapaho Rd		
	(Extra information use Mailing Address 2 and 3,	)	
Mailing Address 2:			
Mailing Address 3:			
Mailing City: *	Dallas		
	* (Military Addresses: enter APO, DPO, or FPO	)	
Mailing State: *	Texas ~		
Mailing Postal Code: *	75248		
Order Options			
Processing Time Q	Normal		
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mainly manod	Standard (05F5)		
Mailing Phone #			
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Purpose for Transcript (Optional)	- ~		
Quantity:	1 * (Max: 5)		
	violeso*	Total \$10	
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		Commune	
Parchmen	t Ordering Service v2.9		
Copyright © 2006-2017 Privacy F	Paronment Inc. All Rights Reserved. Policy. Refund Policy.		

16. Review your Shopping Cart Contents and Click on Check Out.

Home   My Account   Order Status   Support   Contact Us	Shopping Cart: \$10   Sign Out
<b>UT</b> DALLAS	Transcripts
1. Login or Register 2. Select Documents <b>3. Order Details</b> 4. Provide Consent	5. Payment 6. Review Order
Your Shopping Cart Contents	
Total Items: 1 Amount: \$10.00	
Qty. Document Name	Unit Total
Paper Transcript         Processing Time - Normal         Mailing Method - Standard (USPS)         Mailing Phone # - 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	\$10.00 <b>\$10.00</b> Remove
	Sub-Total: \$10.00
Update Shopping Cart	Continue Shopping Checkout
Parchment Ordering Service v2.9 Copyright © 2006-2017 Parchment Inc. All Rights Rese Privacy Policy. Refund Policy. 11:23am PST INT01	erved.

#### 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



10:18am PST INT01

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

gned consent form to	release academic	records			
	consent to the follo	wing:			
	FAMILY E	DUCATIONAL RIGHTS	& PRIVACY ACT OF	1974 (FERPA)	
anyone outside of th action, health conce as a student's name Exceptions to FERP share information ab	tates that University system rns, and the balan address, telepho A are allowed in lit pout students and it	y stan members may no m. This includes, but is n ce in your accounts. Sch ne number, date and pla fe-threatening situations. residents on a need-to-kr	to light any information iot limited to, information iools may disclose, with ce of birth, honors and University administration now basis.	n, other trian directory on about grades, disc hout consent, directo I awards, and dates o lors within the University	information, with iplinary history and ry information such of attendance. sity system may
By providing your sig with the Family Educ can or will be accept protection by not allo identification number	gnature below, you cation Rights and I ted from a third pa owing access of th rs, Student ID or S	u (the student) are provid Privacy Act of 1974, all tr rty (including parents). It eir educational records to SSN, computer login user	ing consent to release anscript requests mus is the responsibility of o others, including the mames and passwords	your educational rec t be made by the stud the student to assist release of their Unive s, etc.	ords. In compliance dent; no requests in their own privace ersity personal
Please visit the U.S.	Pleas	se verify vou	r signature	below	
J.	Jet	J.	mle	_t_	
Go Back and Re-Si	ign			Accept Sign	ature and Continue
	Co	Parchment Orde	ring Service v2.9 ment Inc. All Rights Res	erved.	

- 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.

		Trar	nscripts
1. Login or Register 2. S Doct	Select 3. Order Details 4. Provide Consent uments	5. Payment 6	. Review Order
yment Method			
We accept: 🚾 🛁	1		
Card Owner's Name:	Test Student		
Test Card Number:	41111111111111		
Expiration Date:	January ~ 2026	~	
CVV Number (More Info)	111		
Note: When payment is made	with a credit card, the order will appear as "Parchment"	on the credit card statem	ent
Note: When payment is made	with a credit card, the order will appear as "Parchment	on the credit card statem	ient.
Note: When payment is made ling Address: Your billing address is shown l change the billing address by o	with a credit card, the order will appear as "Parchment" below. The billing address should match the address or clicking the <i>Change Address</i> button.	on the credit card statem	nt. You can
Note: When payment is made ling Address: Your billing address is shown I change the billing address by of Test Student 5990 Arapaho Rd Dallas, TX 75248 United States	with a credit card, the order will appear as "Parchment" below. The billing address should match the address or clicking the Change Address button.	on the credit card statem	ent. nt. You can
Note: When payment is made ling Address: Your billing address is shown I change the billing address by of Test Student 5990 Arapaho Rd Dallas, TX 75248 United States Change Billing Address	with a credit card, the order will appear as "Parchment" below. The billing address should match the address or clicking the <i>Change Address</i> button.	on the credit card statem	nt. You can

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

1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. Pa	yment 6. F	Veview Order
Confirm Your Billing Inf	io:					
Test Credit Card: Vi Card Owner's Test Card Nu Expiration Da CVV Number	isa Name: mber: ite: (More Info)	Test S 4111X Janua 111	tudent XXXXXX1111 ry, 2026		Edit Paymer	nt Information
Billing Address: (*M Test Student 5990 Arapah Dallas, TX 7 United State	lust match the add t to Rd 5248 s	ress associated with	) your credit card)		Edit B	illing Address
Confirm Your Documer	nt Request:					
Document Name				Qty.	Unit Price	Total
Paper Transcript	. Normal			1	\$10.00	\$10.00
Processing Tim						
Mailing Method	- Standard (USPS)					
Mailing Phone #	+ - <u>972-883-4049</u>					
Document Date	- 02/20/2017 11.23	6.14				
Purpose For Tra	anscript - Employm	t Delles				
Ship to: 0	niversity of Texas a 00 W Campbell Rd	t Dallas				
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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
UTDALLAS	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	e credit card statement.
Thank you for your order. You will receive an email confirmation from the addres	ss "@addsmail.com".
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Print orders are generally processed within 3 to 5 business days after the Univerthe request. During periods of high volume, however, it may take longer to proce	ersity Registrar's office receives ess your transcript order.
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Log Off	
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## Ordering Medical, Dental and Law Transcripts

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

Home   My Acco	unt   Order Status   Suppo	rt   Contact Us		Shop	pping Cart: \$0   Sign Out
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1. Login or Re	gister 2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review Order
Select Product	Туре				
P	Paper Transcript Order a paper copy of yo processed within 3 to 5 b receives the request. Dur	ur official UT Dallas t usiness days after the ing periods of	ranscript. Orders are ger e University Registrar's o	nerally office	\$10.00
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## 2. At Product Descruption Screen, Enter details requested.

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Important ordering information:	
Order a paper copy of your official UT Dallas transcript to	o be sent to application services only. Please note, orders to
personal addresses or other mailing address need to use	e the "eliranscript" or "Paper liranscript" method.
Orders are generally presented within 2 to 5 business da	aver after the Linkerstity Registrat's office receives the request
During periods of high volume, it may take longer to proc	ays after the onliversity registral s onlice receives the request.
<ul> <li>Attach completed forms required by application service to</li> </ul>	o the order. (example: TMDSAS transcript cover letter)
Mailing method will be standard (U.S. Postal Service)	· · · · · · · · · · · · · · · · · · ·
· UT Dallas will charge a \$10 processing fee for each offic	ial 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 be	fore placing an order. Instructions can be found at the UT Dallas
Registrar's Transcript webpage.	
<ul> <li>Transcript requests will not be processed for those with h</li> </ul>	holds for financial or other obligations to the University. All University
holds must be cleared before requesting a transcript.	adecorducts and enducts transmists are insued to other
<ul> <li>Official transcript orders may only be requested through it</li> </ul>	the LIT Dallas Transcript Storefront
All transcript orders must be requested by the student / a	alumni / former student directly. Third-party released requests will
only be accepted for federal or state law enforcement ap	ency purposes.
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3. Review your cart details. Click on Check out.

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



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

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Signed consent form to	release academic	records			
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## 6. Enter payment information. Then click Next.

<b>UT</b> DALLAS		Transmistr
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ayment Method		
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7. Confirm your billing information. Then Click Confirm.

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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.

Home   My Account   Order Status   Support   Contact Us	Shopping Cart: \$0   Sign Out
UT DALLAS	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 add	Iress "@addsmail.com".
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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.	
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