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.

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.

2. Enter your information in the Validation Questions and Required Information for Reactivation sections, then click submit.
If the information does not match records in Orion, the system will return the following message:

![Message](message.png)

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

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

![Message](message.png)

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.

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

Document Name:
- eTranscript - $10.00

Switch to Mail Delivery

Order Options

Delivery Mode
- Electronic

Processing Time
- Normal

Recipient Name*
University of Texas at Dallas

Email Address*

Attachment (Optional)
Enter the recipient's email address for delivery
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.
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
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.
14. At the Product Description screen, enter your address and Click on Continue.
15. After entering your address, at the Order Details Screen, enter your order details.
16. **Review** your Shopping Cart Contents and Click on **Check Out**.
17. Sign for your transcript and Click on **Accept and Continue**.
18. Then click on **Accept Signature and Continue**.
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.
16. Confirm your **Billing Information** then click on **Confirm**.
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.
Ordering Medical, Dental and Law Transcripts

1. At the Select Product Type Screen, select Medical, Law Dental Applications Services Purpose Only Paper.
2. At Product Description Screen, Enter details requested.
3. Review your cart details. Click on Check out.
4. Sign the form and click on Accept and Continue.
5. Verify your signature and click on Accept Signature and Continue.
6. Enter payment information. Then click **Next**.
7. Confirm your billing information. Then Click **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.