

Office of the Registrar

7300 University Hills Blvd.
Dallas, TX 75241-4605
untdallas.edu
Direct: 972.780.3664
Toll Free: 877-UNT-DALS
Fax: 972.338.1939
registrar@untdallas.edu

Request for OFFICIAL TRANSCRIPT

Transcripts are not issued until all accounts with the university are paid.

A student's transcript includes ONLY the academic record accumulated at University of North Texas at Dallas
OFFICIAL copies of transcripts from other institutions CANNOT be furnished.

Please PRINT

Last First Middle

Mailing Address

Daytime telephone #:

Degree(s) received from University of North Texas at Dallas

Bachelor's _____ May _____

Master's _____ Aug _____

Doctorate _____ Dec _____

University intracampus mail to: _____

Special Handling Requirements:

Hold for Grades Please specify semester: _____

Hold for Degree Posting

Separately Sealed Transcripts

(Please specify course number and semester below)

Hold for Duplications _____

Hold for Grade Change _____

Hold for I Removal _____

Other _____

Please print plainly the name, address, and zip code of person to receive transcript.
(USE A SEPARATE FORM FOR EACH ADDRESSEE)

**COMPLETE ALL AREAS BELOW TO ENSURE
PROPER IDENTIFICATION**

Student ID Number or SSN _____

Date of Birth _____	Currently Enrolled at UNTD YES NO
---------------------	--------------------------------------

Sem./Yr. First Enrolled at UNTD _____

Sem./Yr. Last Enrolled at UNTD _____

Other names or ID numbers you may have used: _____

Number of Copies _____	Today's Date _____
------------------------	--------------------

Will this transcript be submitted to another Texas public university or college?
YES (Include TSI/Core transcript addendum)
NO

By signing this form, you signify that you agree to the following statements:

- 1) I understand I am responsible for being aware of the correctness of my records before ordering transcripts.
- 2) I certify that I am the person whose name appears on the name line of this form, and do hereby authorize release of my academic records to the address listed.
- 3) State law and university policy, with limited exceptions, allow you to be informed about information the University collects about you, to review and obtain the information on this form and to correct any information you believe is incorrect.

SIGNATURE: _____

Only handwritten signatures will be accepted.