



**REQUEST FOR COPIES OF FOREIGN TRANSCRIPT(S) IN STUDENT FILE**

Office of the Registrar

**(Five working days are required for processing)**

**(Copies must be picked up, not mailed)**

**(\$5.00 PER COPY paid in advance at Bursar's Office for unofficial copy)**

A photo ID card is required at the time you pick up the copies

UTD-ID

Your UTD Identification Number is being requested as it is a unique identification number, which is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Your disclosure of your UTD identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

Student Name: \_\_\_\_\_  
Last First Middle

Phone: \_\_\_\_\_

Name of Foreign School transcript requested **(Please print legibly)** :

**(\$5.00 PER COPY paid in advance at Bursar's Office for unofficial copy)**

No. of copies: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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