

## REQUEST FOR TRANSCRIPT AND/OR DEAN'S LETTER

- **PLEASE PROVIDE MAILING LABELS IF WE ARE SENDING MORE THAN 5 ITEMS TO DIFFERENT ADDRESSES**
- Complete one form for each mailing address.
- Transcripts will not be released without a signature.
- There is no charge for sending a transcript.
- Transcripts will not be faxed from our office

**\* Please allow 5 business days for processing \***

|                |  |                                  |   |
|----------------|--|----------------------------------|---|
| Student ID #:  | <input style="width: 90%;" type="text"/> | Classification                   | School  |
| Date of Birth: | <input style="width: 90%;" type="text"/> | <input type="checkbox"/> Student | <input type="checkbox"/> Medical <input type="checkbox"/> Health Professions (formerly Allied Health) |
| Phone #:       | <input style="width: 90%;" type="text"/> | <input type="checkbox"/> Alumnus | <input type="checkbox"/> Graduate <input type="checkbox"/> Nurse Practitioner/Midwifery               |
|                |  | Semester / Dates of Attendance:  | <input style="width: 90%;" type="text"/>  |

Name (Last, First Middle):

Previous Name (if different from above):

Number of Transcripts Requested **NOTE: PLEASE PROVIDE MAILING LABELS IF WE ARE SENDING MORE THAN 5 ITEMS TO DIFFERENT ADDRESSES**

Number of Dean's Letter Copies Requested (*Applicable ONLY to Medical student/alumnus*)

Signature **NOTE: TRANSCRIPTS WILL NOT BE RELEASED WITHOUT A SIGNATURE.** Date

With few exceptions, you are entitled on your request to be informed about the information UT Southwestern collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT Southwestern correct information about you that is held by us and that is incorrect, in accordance with procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that UT Southwestern collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. Of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

**PICK UP** from the Office of Enrollment Services located in the Bryan M. Williams Student Center

**MAIL** transcript to:

To:

Address:

City:  State:  ZIP Code:

**SPECIAL INSTRUCTIONS**

ERAS Transcript (*Applicable ONLY to Medical student/alumnus*)

Hold for grade change:

Hold for final grades posted at the end of this semester

Hold for posting of degree