

Transcript Request Form Instructions

1. Fill in name, UD ID# and/or date of birth.
2. Check box if picking up at the Registrar's Office, or fill in address information to which transcripts will be mailed to.
3. Fill in number of copies needed. Please note that a separate form is needed for each individual address to which transcript will be mailed.
4. Fill in student's contact information
5. Include any special instructions
6. On side of form, select a processing choice. Please note that the processing times do NOT include mail time. All transcripts are shipped via standard mail. If you wish to have rush shipping, you must provide a rush envelope or label.
7. Select appropriate program.
8. If you wish to have your request held until your grades or degree is posted, check appropriate boxes.
9. If you wish to have transcript in a separate envelope, check appropriate box.
10. Sign and date. Transcript requests will not be processed without a physical signature.
11. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.
12. If payment is not received when the form is submitted, an invoice will be mailed to the student's contact address. We accept cash and check payments.

Office of the Registrar
Cardinal Farrell Hall, Ste. 180
1845 E. Northgate Dr.
Irving, TX 75062
P: 972-721-5221
F: 972-721-5132
Email: transcripts@udallas.edu



UNIVERSITY OF DALLAS - Transcript Request Form

The University of Dallas does **not** email or fax official transcripts.

- Transcript Request will **not** be completed if there is a HOLD on the account.
- Transcript Request will **not** be processed without a valid signature and current address.
- If you are sending an official transcript to multiple addresses, a Transcript Request Form must be completed for **each** address.
- All transcripts are mailed through U.S. mail.
- You must choose a processing time. If you do not choose a processing time, *Standard Processing* will be used. *Rush* and *Same Day Rush* processing do **not** include expedited shipping. If you wish to have expedited shipping, you must provide an expedited shipping label or envelope. Otherwise, transcripts will be shipped via standard U.S. mail.
- Payment is cash or check payable to the *University of Dallas*. Payment may be included in a mailed Transcript Request. If you fax or email your Transcript Request, an invoice will be mailed to the address provided. Payment does not hold up processing of the transcript request.

1. Last Name: _____ First _____ MI _____

Former/Maiden _____

2. UD ID# _____ Date of Birth _____

3. Send transcript to: (or check box if student will pick up [])
Number of copies to this address _____

Include **COMPLETE** Name and address to appear in envelope window:

4. Student's contact information (***REQUIRED**)

*Address _____

*Daytime Phone _____

*Email Address _____

Special Instructions: _____

5. Student Signature: _____ Date: _____

(Physical signature required)

CHECK A PROCESSING TIME

Standard processing: \$5 USD charge per copy. If all accounts are clear, the transcripts will be mailed in 2-3 working days. (Longer at peak periods).

Rush processing: \$10 USD charge per copy.

Same Day Rush: \$20 USD charge per copy. It is recommended that same day rush requests be submitted by 11:00 AM to allow sufficient time to check for holds and processing by mail.

Program: Undergraduate COB Grad/GSM
 School of Ministry Braniff

Currently enrolled--if not, list dates of attendance:

Do not hold for current semester grades.

Send end of: Fall Fall Interterm
 Spring Summer _____
(Request will be held for final grades for semester checked)

Hold until grade change processed
Course: _____
Grade: from _____ to _____

Hold until degree recorded

Transcript Request Forms can be returned by:

1. **FAX:** 972-721-5132
2. **EMAIL:** transcripts@udallas.edu
3. **MAIL:**
University of Dallas
Office of the Registrar
1845 E. Northgate Drive
Irving, TX 75062