OFFICE OF THE REGISTRAR
PROXY AUTHORIZATION
FOR RELEASE OF OFFICIAL TRANSCRIPT TO A THIRD PARTY

The Family Educational Rights and Privacy Act of 1974 require that a student signature be obtained to authorize release of an official transcript. A third party may act on your behalf through the use of this form once it has been properly completed and signed. Transcripts are $20 per copy.

DATE ________________  

STUDENT'S FULL NAME ____________________________________________

STUDENT'S UTEID _____________  STUDENT'S D.O.B. ________________

DATES OF ATTENDANCE AT UT  from ___________ to ___________

I hereby authorize the person named below to act as my designee to pick up and/or mail my official University of Texas at Austin transcript(s) and provide appropriate payment. I understand that this proxy is good for one time only and is void after two weeks from above date. I also understand that the Office of the Registrar will retain this proxy form.

Signature of student (will be verified against signature on file)  

Daytime phone #  or  e-mail (if foreign)

Transcript(s) will be (choose one)  

_____ picked up open

_____ picked up in sealed envelope(s)

or  _____ mailed to this address: ______________________________________

Number of transcripts to be ordered ______

Payment Info (circle one): CASH  CHECK  MC  VISA  DISCOVER ______-_______-_______-_______

EXPIRATION DATE _____-_______  SECURITY CODE __ __ __

Special instructions or additional mailing addresses: list on reverse side of form or include separate sheet  

PROXY’S NAME ________________________________

PROXY’S RELATIONSHIP ________________________

Signature of proxy (to be signed in presence of Registrar’s staff)

INSTRUCTIONS FOR USE OF PROXY AUTHORIZATION FORM

1. Both parties must complete and sign the form.

2. The proxy must present this form, along with his/her own photo ID, to obtain the required document and must sign in presence of staff member. Student or proxy must present payment for transcript fee.

3. The proxy will follow the appropriate procedures outlined above.

4. The proxy will relinquish this form to the Office of the Registrar.

5. Proxy form may be faxed or emailed to our office at least 10 minutes prior to arrival of authorized proxy.

Transcript Services Fax Number:  (512) 475-7681  
Transcript Services Email:  transcripts@austin.utexas.edu