Transcript Submission for Admitted Students

Official transcripts must be received by the Graduate & International Admissions Office before you will be allowed to register at UT. Please check your MyStatus page to determine which transcripts we need from you.

Official transcripts should bear the facsimile signature of the registrar and the seal of the issuing institution. For US institutions, transcripts must have been produced within the last calendar year (international transcripts do not need to be issued within the past year). Any transcripts written in a language other than English must be accompanied by a translation.

**Note on Chinese Transcripts:** If you are both an international citizen and you attended a Chinese institution, please see instead the [Chinese Credential Verification Document](https://gradschool.utexas.edu/admissions/contact) for instructions on how to provide your documents.

For all other US & International institutions there are three methods for submitting your transcript(s). Documents must be received before registration.

1. Drop off your documents to the Graduate & International Admission Center on the UT Austin campus.
2. If your college or university uses SPEEDE, you can have your transcript(s) sent electronically. Check with the registrar of your institution to find out if transcripts can be sent via the SPEEDE server. **We cannot accept electronic transcripts sent in any other format (e.g. by email or by links to secure websites).**
3. You can send your documents by mail. Documents do not need to be in a sealed envelope.

Please see [https://gradschool.utexas.edu/admissions/contact](https://gradschool.utexas.edu/admissions/contact) for mailing and street address information.

**Frequently Asked Questions**

1. **Is there a deadline?**
   You will be unable to register for courses until we have received the required documents and cleared your bars. As such, you should determine when you are scheduled to register, and plan to have your documents submitted no later than one week prior to that date (earlier is better).

2. **I do not have my final transcript and/or award of degree yet. What do I do?**
   You still need to submit an official transcript with coursework up to this point -- even if you have courses in progress or have not yet graduated -- before you will be permitted to enroll. If your degree is awarded after you submit an official transcript to GIAC, you will be required to send an additional official transcript with your final grades and proof of your degree before registering for your second semester.

3. **Is the coversheet necessary? Should I send it by email if my institution is sending my transcripts directly to you?**
   You only need to attach the coversheet if you will be able to obtain the transcript yourself prior to sending it to us. Please note that if your name on the transcript varies from the name on your application, the coversheet is necessary to match your documents with your file. We do not need to coversheet sent to us if it is not attached to the transcript. International students are strongly encouraged to use the coversheet when sending their transcripts.

4. **Can I bring the documents in person?**
   Yes. However, please note that you will continue to receive reminder notices and will not be able to register until we receive the official documents.
5. How do I know if my documents arrived?
   Check your MyStatus -- as soon as we process your transcripts that page will update. Note that you may receive reminder emails until we receive the transcripts.

6. Can I send an electronic transcript instead of a paper transcript?
   Only if it is done through SPEEDE. We do not accept transcripts sent electronically through other third party services.

7. I used an official electronic transcript (PDF) when I applied. Can I just print that?
   No. The transcript must be printed on your institution’s official transcript paper.

8. My university uses the National Student Clearinghouse to send transcripts. Is that okay?
   Yes, as long as you request an official paper copy, not an electronic or emailed PDF.

9. Does the transcript need to be in a sealed envelope?
   No. As long as the documents are official originals (not photocopies and unaltered), they do not need to be in a sealed envelope.

10. I only have one copy of my official international documents. Can I get them back if I send them to you by mail?
    If you are only issued one copy of your international documents, please include a self-addressed stamped envelope when you send them to us and we will return them. This option is not available for documents from US institutions.