



# Transcript Certification Letter

Office of the Registrar

Use this form if you require:

- A letter to certify application of coursework to the UGRD/GRAD career.
- A letter to certify specific coursework information that is not listed on the UT Dallas official transcript.

Name: \_\_\_\_\_ UTD-ID: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address to submit letter to: \_\_\_\_\_

Would you like to be copied on the email?

Please list coursework information that needs certification in the box below:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- To submit your request please email this completed form to [transfercredit@utdallas.edu](mailto:transfercredit@utdallas.edu) from your UT Dallas email account.
  - If you no longer have access to your UT Dallas email account we can only complete the request if we have the email address you are using in your records.
- Allow 3-5 business days for processing.
- If you selected to be copied on the email we will only copy your UT Dallas email address.
  - If you no longer have access to your UT Dallas email account you will only be copied if we have your email address in your records.
- The completed certification letter will be emailed to the email address provided above.