

UTOOC/Finish@UT Transcript Contacts

After grades are posted at the end of a semester, use the Host Campus transcript report in the TIS to know which transcripts need to be sent to students' home campuses.

Home Campuses may use the Home Campus Transcript Report in the registration portal to know which student transcripts to expect from the various Host Campuses.

Host Institutions should send official transcripts to the contacts/offices listed below. Be sure to include a list of the transcripts sent and a list of those not sent, with the reason.

It is very important to send cross-campus student transcripts to the following campus contacts, only. Otherwise, transcripts may be applied as transfer credit vs. letter grade.

If you send the transcripts electronically, be sure to send an email to the contact to include a list of those sent and a list of transcripts not sent, including the reason.

Please send all transcripts within **one week** of grades being posted.

| Campus | Send Host transcripts to: | Sender of Host Transcripts: |
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| Arlington | UT Arlington (UTOOC Program) Attn: Amanda Godwin UTA BOX 19088 Arlington, TX 76019 UTOOC@uta.edu (817) 272-0328 | Sends Host Transcripts: Same |
| UT Austin | Electronic (SPEEDE) transcripts preferred Send undergrad transcripts to: The University of Texas at Austin Office of Admissions Processing Main 13 P.O. Box 8058 Austin, TX 78713 Send graduate transcripts to: The University of Texas at Austin Graduate and International Admissions Center P.O. Box 7608 Austin, TX 78713-7608 | N/A |
| UT Dallas | UT Dallas Office of the Registrar - ROC 13 800 West Campbell Road Richardson, TX 75080-3021 | N/A |
| UT El Paso | Registration and Records Office UT El Paso Attn: Mariela Alcantar 500 West University Avenue El Paso, Texas 79968 mgalcantar@utep.edu (915) 747-6104 | Sends Host Transcripts: Same |

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| UT Permian Basin | Office of the Registrar UT Permian Basin Attn: Ralph Jimenez 4901 East University Odessa, Texas 79762 jimenez_r@utpb.edu (432) 552-2638 | Sends Host Transcripts: Joe Sanders UT Permian Basin, Office of the Registrar Sanders_J@utpb.edu (432) 552-2635 |
| UT Rio Grande Valley | UT Rio Grande Valley Office of Admissions Attn: Celeste Trevino, SSBL 1.161 1201 West University Drive Edinburg, Texas 78539-2999 celeste.trevino@utrgv.edu (956) 882-8230 | Sends Host Transcripts: Esteban Martin UT Rio Grande Valley, Brownsville Campus esteban.martin@utrgv.edu (956) 882-8824 |
| UT San Antonio | Office of the Registrar Attn: Alejandra Holt UT San Antonio, Main Campus One UTSA Circle San Antonio, TX 78249-1644 alejandra.holt@utsa.edu (210) 458-6523 | Sends Host Transcripts: Same |
| UT Medical Branch - Galveston | Electronic (SPEEDE) transcripts preferred UTMB Enrollment Services Attn: Leann Carmical 301 University Blvd Galveston, TX 77555-1305 lecarmic@utmb.edu (409) 772-4952 | N/A |