Finish@UT/UTOC Transcript Contacts

06/01/2020: As many campuses are working remotely during the COVID-19 pandemic, some campuses do not have the ability to send or receive physical mail at this time. I have noted below the campuses that will be sending and receiving electronic copies of transcripts, and those who are still able to receive physically mailed transcripts. Please be patient, as some campuses are experiencing delays with grades being posted.

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

Host Institutions should send official transcripts to the contacts/offices listed below. Please email a list of the transcripts sent and a list of those not sent, with the reason, and please copy Finish@UTsystem.edu.

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

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

Campus	Home Campus Contact – Receives Host Campus Transcripts:	Host Campus Contact – Sends Transcripts to Student Home Campus:
UT Arlington ***Sending & receiving emailed transcripts only during COVID-19 remote working conditions.**	UT Arlington (UTOC Program) Attn: Amanda Godwin UTA BOX 19088 Arlington, TX 76019 UTOC@uta.edu (817) 272-0328	Sends Host Transcripts: Amanda Godwin UTOC@uta.edu (817) 272-0328
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	UT Austin does not currently host courses in Finish@UT.
UT Dallas ***Receiving emailed and physically mailed transcripts during COVID-19 remote working conditions.**	UT Dallas Office of the Registrar - ROC 13 ATTN: Steven Hawker 800 West Campbell Road Richardson, TX 75080-3021 Steven.Hawker@utdallas.edu (972) 883-5216	UT Dallas does not currently host courses in Finish@UT.

Campus	Home Campus Contact – Receives Host Campus Transcripts:	Host Campus Contact – Sends Transcripts to Student Home Campus:
UT El Paso ***Sending & receiving electronic transcripts, mailed transcripts**	Registration and Records Office UT El Paso Attn: Ashley Hernandez 500 West University Avenue El Paso, Texas 79968 Amhernandez24@utep.edu (915) 747-6104	Sends Host Transcripts: Ashley Hernandez Amhernandez24@utep.edu (915) 747-6104
UT Permian Basin ***Sending & receiving physically mailed transcripts to/from UTD & UTRGV and sending & receiving electronically to/from all other campuses.**	Office of the Registrar UT Permian Basin Attn: Registrar – Himani Bhandari 4901 East University Odessa, Texas 79762 bhandari_h@utpb.edu (432) 552-2638	Sends Host Transcripts: Himani Bhandari bhandari_h@utpb.edu (432) 552-2638
UT Rio Grande Valley ***Sending & receiving physically mailed transcripts to/from UTD & UTPB and sending & receiving electronically to/from all other campuses.**	UT Rio Grande Valley Office of Admissions Attn: Marybel Gonzalez, ESSBL 1.159 1201 West University Drive Edinburg, Texas 78539-2999 marybel.gonzalez@utrgv.edu (956) 665-2957 Can be received via: hard copy electronic (PDF / EDI) Email: application@utrgv.edu	Sends Host Transcripts: Office of the Registrar registrar@utrgv.edu (956) 882-4026
UT San Antonio ***Sending & receiving emailed transcripts, mailed transcripts**	Office of the Registrar Attn: Chronika Winn UT San Antonio, Main Campus One UTSA Circle San Antonio, TX 78249-1644 chronika.winn@utsa.edu (210) 458-6523	Sends Host Transcripts: Chronika Winn chronika.winn@utsa.edu (210) 458-6523
UT Tyler	Electronic Preferred UT Tyler ATTN: Admissions Processing (STE 230) 3900 University Blvd. Tyler, TX 75799 processing@uttyler.edu 903.566.7180	Sends Host Transcripts: Travis Longino tlongino@uttyler.edu 903.565.5629
UT MD Anderson ***Receiving emailed transcripts only during COVID-19 remote working conditions.**	UTHealth Office of the Registrar PO Box 20036 Houston, TX 77225 admissions@uth.tmc.edu (713) 500-3361	UT MD Anderson does not currently host courses in Finish@UT.

UT Medical Branch – Galveston ***Receiving emailed transcripts only during COVID-19 remote working conditions.**	Electronic (SPEEDE) transcripts preferred UTMB Enrollment Services Attn: Leann Carmical 301 University Blvd Galveston, TX 77555-1305 lecarmic@utmb.edu (409) 772-4952	UT Medical Branch-Galveston does not currently host courses in Finish@UT.