Finish@UT/UTOC Transcript Contacts

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| 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](mailto: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](mailto:UTOC@uta.edu)  (817) 272-0328 | Sends Host Transcripts:  Amanda Godwin  [UTOC@uta.edu](mailto: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](mailto:Steven.Hawker@utdallas.edu)  (972) 883-5216 | UT Dallas does not currently host courses in Finish@UT. |

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| **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](mailto:Amhernandez24@utep.edu) (915) 747-6104 | Sends Host Transcripts:  Ashley Hernandez [Amhernandez24@utep.edu](mailto: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 – Elizabeth Edwards  4901 East University  Odessa, Texas 79762  [Edwards\_e@utpb.edu](mailto:Edwards_e@utpb.edu) (432) 552-2638 | Sends Host Transcripts:  Elizabeth Edwards [Edwards\_e@utpb.edu](mailto:Edwards_e@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](mailto:marybel.gonzalez@utrgv.edu) (956) 665-2957  Can be received via: hard copy electronic (PDF / EDI) Email: [application@utrgv.edu](mailto:application@utrgv.edu) | Sends Host Transcripts:  Litzy Hernandez  (956) 882-7815  [litzy.hernandez03@utrgv.edu](mailto:litzy.hernandez03@utrgv.edu)  Victoria Mayans  (956) 882-6515  [victoria.mayans01@utrgv.edu](mailto:victoria.mayans01@utrgv.edu)  Main contact is Litzy, Victoria is backup. |
| 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](mailto:chronika.winn@utsa.edu)  (210) 458-6523 | Sends Host Transcripts:  Chronika Winn [chronika.winn@utsa.edu](mailto: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](mailto:processing@uttyler.edu) 903.566.7180 | Sends Host Transcripts:  Travis Longino [tlongino@uttyler.edu](mailto: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](mailto: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](mailto:lecarmic@utmb.edu)  (409) 772-4952 | UT Medical Branch-Galveston does not currently host courses in Finish@UT. |