

**THE UNIVERSITY OF TEXAS AT AUSTIN
OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST**

**OFFICIAL TRANSCRIPT AUTHORIZATION
FOR NEW FACULTY**

TO: Office of the Executive Vice President and Provost

FROM: _____
Faculty Member's Name (First, Middle, Last)

DEPARTMENT: _____

I understand that official certification of my highest degree must be received by The University of Texas at Austin prior to my date of hire. I elect to satisfy this requirement for degree certification in the following manner:

I will secure official certification (i.e., official transcript) of my highest degree from the granting institution and have it sent directly to:

Office of the Executive Vice President and Provost
1 University Station G1000
The University of Texas at Austin
Austin, TX 78712-0538

I authorize The University of Texas at Austin to secure official certification (i.e., official transcript) of my highest degree from the granting institution and to have it sent to the Office of the Executive Vice President and Provost at the same address as above:

Name of Institution:		MM/YYYY Conferred:
Highest Degree Earned & Discipline		
Student Identification Number*:		Date of Birth:
Last Name:	First Name:	Middle Initial:
Name on student records:		
UT Austin Email Address:		

* Give student identification number if known. Do not provide your Social Security Number.

Note: For faculty receiving degrees from institutions using the National Student Clearinghouse (NSC) to issue transcripts, you are authorizing The University of Texas at Austin to obtain your official transcript from your degree granting institution through the NSC. The NSC will advise you directly of any reasons receipt of your transcript by the University might be delayed, and it will be up to you to resolve those delays.

Faculty Member's Signature

Date

Printed Name

Note: Official certification (i.e., official transcript) of highest degree or authorization to secure these credentials must be received in the Provost's Office to process the initial appointment.

For office use only

NSC Order #: