TRANSCRIPT INFORMATION

TRANSCRIPTS FROM ABROAD

Per University policy, all coursework taken on UT-approved study abroad programs must be posted to students’ UT academic records. Upon completion of a program, an official transcript from abroad must be sent directly to the Study Abroad Office for processing. Please note the following:

- Transcripts may be issued either directly by foreign institutions of higher education (for exchange programs) or by US-based affiliate providers (for affiliated studies programs).

- Transcripts may be automatically sent to the SAO from abroad at the conclusion of the program. However, students should check with their foreign school or affiliate provider to ensure that a transcript is being issued, or to request one if needed.

- Some direct exchange institutions, such as those in Germany, issue individual “transcripts” or official grade reports for each course a student completes, rather than one cumulative record of all coursework. Students should familiarize themselves at the beginning of their time abroad with the school’s particular transcripting policies, and should be aware that the responsibility of obtaining all necessary transcript documentation may rest more heavily on the student than is typically the case at US institutions.

- Transcripts are to be sent directly to the SAO at the following address:

  Study Abroad Office  
The University of Texas at Austin  
P.O. Box A  
Austin, TX  78713

UT TRANSCRIPTS

Click here for information on requesting a UT transcript.

Study abroad credit is posted differently on UT transcripts for affiliated studies vs. exchange programs:

**Affiliated Studies:**

- Credit appears in the Transfer Credit section at the top of the UT transcript. In the body of the transcript under the semester the student was abroad, the registration placeholder (AS 000) will remain with a note indicating coursework was taken abroad.

- Grades are NOT calculated into the student’s UT GPA, and only coursework passed with a grade of C- or higher are listed.
Exchange:

- Credit appears in the body of the UT transcript under the term in which the student was abroad with a note indicating the coursework was completed abroad.
- Grades are calculated into the student’s UT GPA, and all coursework is listed, regardless of grade received.