

Parchment Third Party Transcript Release Authorization

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), information from a student's education record is considered confidential and will not be released, with certain exceptions, without the student's written permission. This form may be used as a one-time authorization for The University of Texas Permian Basin to request an official transcript from an outside university or college on the student's behalf.

This signed form must be completed to initiate the third-party transcript request process through Parchment.

Student Information:

First Name: _____ Last Name: _____

Previous Names: _____

Social Security #: _____ Date of Birth: _____

Recipient Information: The University of Texas Permian Basin | Graduate Studies Office

Transcript Credential Authorization

University/Institution(s) Requesting From:

Dates Attended (Start Year to End Year):

_____	_____
_____	_____
_____	_____
_____	_____

By signing this form, I authorize The University of Texas Permian Basin to request transcripts from a prior, and or, current university or college, from the list above, on my behalf through Parchment. Furthermore, I certify under penalty of law that I am the individual identified in this credential request.

Signature: _____

For UTPB Graduate Studies Office Use Only:

UTPB Representative Signature: _____ Date: _____