The University of Texas at San Antonio
College of Education and Human Development (COEHD)
Advising and Certification Center

Post-Baccalaureate Transcript Evaluation Request

Instructions:

- Please attach all transcripts. (Not providing a copy of your transcripts will delay the evaluation process)
- Please attach the transcript evaluation fee of $ **55.00** (Check or Money Order only made payable to UTSA). This fee is waived for currently enrolled UTSA students.
- Please allow 2-3 weeks processing time.
- Please fill out completely and return to MB 3.214 or mail to:

The University of Texas at San Antonio
College of Education and Human Development
Advising and Certification Center
6900 North Loop 1604 West
San Antonio, TX 78249-0689

Last Name	First Name/Middle Initial	SSN*

Street Address	City & State	Zip Code

Home Phone Number	Cell/Work Phone Number	E-mail Address

Requirements for admission to the UTSA Post-Baccalaureate Teacher Certification Program include, but are not limited to:

- attending a teacher certification information meeting.
- admission to UTSA.
- a Bachelor's Degree from an accredited university.
- a cumulative GPA of 2.50 (or 2.75 in the last 60 hours).

Level of Potential Teacher Certificate: EC-4 Generalist EC-4 Bilingual Generalist 4-8 ESL Secondary (8-12) All-Level

Potential Teaching Field(s) if secondary: _____

Degree(s) Information:

Degree Received	Major	University	Year Received
Degree Received	Major	University	Year Received

Privacy Notice: With a few exceptions, you are entitled to be informed about the information UTSA collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTSA correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that UTSA collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

*Disclosure of your Social Security Number (SSN) is required of you in order for UTSA to match your academic records maintained by the State Board for Educator Certification, National Evaluation Systems, and other colleges or universities that you may have attended. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable laws.