

****If you are sending electronic transcripts do NOT send this form.** When you request electronic transcripts send those directly to transcripts@schools.utah.gov from the institution's clearinghouse. Then send an email to the same email with a message stating the reason for sending the transcripts, include your CACTUS number and the name of the university.

POSTING OF DEGREE ON CACTUS

Mail to:
USBE - Licensing
250 East 500 South
PO Box 144200
Salt Lake City, UT 84114-4200

If you would like a degree posted that is not listed on CACTUS, please provide the following information:

CACTUS Degree information must be verified with an **original** transcript. "Original" transcripts must be on original transcript/watermark paper from the university, but are not required to be "sealed." Printed electronic transcripts are not accepted by mail.

Educator's Name _____ **CACTUS ID#** _____

Address/City/State/Zip _____

Telephone Number _____ Date _____

Please list degree information:

Name of University which granted degree _____ Date of award/confer date on transcript _____

Degree posted on transcript(s) _____ Major posted on transcript(s) _____ Minor posted on transcript(s) _____

NOTE: Degrees are not traditionally posted in CACTUS until a Professional-level license is granted. An exception to this requirement would be a program that requires a degree to qualify, such as the AEL (Associate Educator License) / APPEL program, an International Guest Teaching License, or a bonus, such as the TSSP (Teacher Supplement Program).

Please select ONE option from the following boxes below:

I hold a Professional Educator Level License (PEL)

I hold an Associate Educator Level License (AEL)

I am working toward my Professional Educator License, and am applying for the TSSP

I am currently on assignment as an International Guest Teacher.

I wish to have my original documents returned and have included a self-addressed envelope

Please include a self-addressed envelope if you would like the transcripts returned by mail. No postage necessary.

Majors listed on transcripts that are not included in CACTUS will be listed as "Other – See Transcript." Universities

located outside of Utah will appear as "Others Not Detailed" with the State's abbreviation.