

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 are ones that the official envelope has been opened.

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 or confer date on transcript

Degree posted on transcripts

Major posted on transcripts

Minor posted on transcripts

*****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.**

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