

DSS Captioning and Transcript Request Form

Please note captioning and transcript requests can take up to two weeks to complete.

Priority will be given to courses of students with hearing impairments to ensure on-time delivery of accessible material.

If you are requesting captioning/transcripts for videos or audio files you did not create, please contact the owner prior to completing this form for permission to edit. This includes YouTube and VIMEO videos. Many times the owner or publisher will already have the necessary files captioned.

Please send the actual video or audio file (except in the case of a YouTube or VIMEO URL) via UAB's DropBox service to dss@uab.edu. In some cases captioning and transcription services are outsourced to a third party. We are unable to send files that are streamed via an internal server.

Name

E-mail

Course

Name of Student (if known)

File 1

Title

File Type

URL

Do you own the file or have permission to edit?

Yes

No

Date Needed

Service requested (check all that apply)

video captioned

transcripts

SRT file

File 2

Title

File Type

URL

Do you own the file or have permission to edit?

Yes

No

Date Needed

Service requested (check all that apply)

video captioned

transcripts

SRT file

**To submit this form, please save the form to your computer and e-mail it to dss@uab.edu.
Please call 205-934-4205 if you have any questions.**