



Additional Transcript Request Form

Please read the following instructions carefully BEFORE submitting your request.

PAYMENT INFORMATION MONEY ORDERS, CASHIER'S CHECKS, CREDIT CARDS AND PERSONAL CHECKS ARE ACCEPTED

- Requests made by cashier's check, credit card, or money order are processed within 3 weeks.
- Requests made by personal check are held for a minimum 2-week clearing period before the 3-week processing period begins.
- To pay by credit card, attach the credit card authorization form that can be found on our website: studiesabroad.com/content/binaries/creditCardAuth.pdf
- We do not accept cash or payments over the phone.

PRICELIST

OFFICIAL COPY:	\$35.00 each, per destination
UNOFFICIAL COPY:	\$20.00 each, per destination
ORIGINAL TRANSCRIPTS:	Prices vary by university - Please contact ISA

- If more than one official copy is being sent to a single destination: the first=\$35, and each additional=\$15
- If more than one unofficial copy is being sent to a single destination: the first=\$20, and each additional=\$10
- These prices only apply to official and unofficial copies of transcripts being sent to locations within the continental U.S. For all other locations, please contact our office for price verification. If you require original transcripts from the host university, please contact ISA for specific transcript and shipping cost information.
- If you participated in multiple ISA programs, transcripts from all programs are regarded as one transcript.
- The charges listed above apply for transcripts being sent by UPS and Regular U.S. Postal Service.
- Requests for faxed or emailed transcripts are considered unofficial. The cost for these requests is \$20.

EXPEDITED PROCESSING Requests that need to be processed within 5 business days or less are subject to an additional \$20.00 expedited processing fee.

- The \$20.00 expedited fee is a flat fee that applies to all transcript orders included in your request.
- Requests made by personal check CANNOT be expedited.
- This option ensures that your transcript will leave the ISA Austin office within 5 business days of receiving your request.
- The fee applies to expedited transcript requests (official and unofficial copies) sent via UPS Ground Service (not *Rushed Delivery*) and regular U.S. Postal Service.
- If you wish to inquire about *Rushed Delivery* (i.e. 2nd day, Overnight), please contact our office for additional shipping fees.
- Expedited processing does not apply to original transcript requests.

SHIPPING INFORMATION UNOFFICIAL COPIES are sent via USPS regular mail OFFICIAL COPIES are sent via UPS Ground Service (includes expedited requests)

- You MUST provide a physical street address in order for your transcript(s) to be shipped, with a tracking number, through UPS. ISA cannot send transcripts via UPS to box numbers or campus hall/building names unless a physical street address is also included in the shipping address provided.
- If you are unable to provide a physical street address, your transcript will be sent via U.S. Postal Service Regular Mail without a tracking number. In the event that your transcript does not arrive at the correct destination, it will be your responsibility to submit another order and payment to ISA for the transcript(s) to be resent.
- If a valid email address is provided, a confirmation email containing your tracking number will be sent to you from UPS once your transcript has been shipped, allowing you to track the shipment on the UPS website. If your transcript is sent by U.S. Postal Service you will NOT receive an email confirmation.
- **Note:** If multiple transcripts were earned, ALL will be sent to the specified destination.

Complete the additional transcript request form,
MAIL or FAX form with payment to:

International Studies Abroad
ATTN: Additional Transcript Request
1112 West Ben White Blvd.
Austin, TX 78704
fax (512) 480-8866

PARTICIPANT CONTACT INFORMATION:

Full Name (Include Maiden Name, if applicable)

SS#

Address

City State Zip

Phone

Email

TERM(S) ATTENDED:

(EXAMPLE: WINTER 3 OF YEAR 2005)

- WINTER _____ OF YEAR _____
- FALL _____ OF YEAR _____
- SPRING _____ OF YEAR _____
- YEAR _____ OF YEAR _____
- MONTH _____ OF YEAR _____
- SUMMER _____ OF YEAR _____

HOST UNIVERSITY ATTENDED:

AFRICA

- Morocco, Moulay Ismail University

ASIA

- Amman, Al-Ahliyya Amman University
- Beijing, Tsinghua University
- Hyderabad, University of Hyderabad
- Seoul, Konkuk University
- Shanghai, East China Normal University

AUSTRALIA

- Brisbane, University of Queensland
- Sydney, University of Sydney

NORTH AMERICA

- Guadalajara, Instituto Tecnológico y de Estudios Superiores de Occidente (ITESO)
- Guanajuato, University of Guanajuato
- Heredia, Inter-American University of Costa Rica/ Universidad Latina
- Panama City, Florida State University-Panama
- San Jose, Veritas University
- San Jose, Latin American University of Science and Technology (ULACIT)
- San Jose, University of Costa Rica
- Santiago, Pontifical Catholic University "Madre y Maestra" (PUCMM)
- Xalapa, University of Veracruz

SOUTH AMERICA

- Buenos Aires, University of Belgrano
- Buenos Aires, University of El Salvador
- Buenos Aires, Universidad Nacional de Tres de Febrero
- Cordoba, National University of Cordoba
- Cusco, Centro Tinku
- Cusco, University of San Ignacio de Loyola
- Florianópolis, Universidade do Sul de Santa Catarina
- Lima, Pontifical Catholic University of Peru (PUCP)
- Lima, University of San Ignacio de Loyola
- Lima, Universidad del Pacifico
- Multi-Country Program
- Valparaíso, Pontifical Catholic University of Valparaíso
- Viña del Mar, Adolfo Ibáñez university
- Viña del Mar, University of Viña del Mar

EUROPE

- Angers, CIDEF Angers
- Barcelona, Autonomous University of Barcelona
- Barcelona, Menéndez Pelayo International University
- Barcelona, Pompeu Fabra University
- Barcelona, University of Barcelona
- Belfast, Queen's University Belfast
- Bilbao, University of Deusto
- Brussels, Vesalius College
- Florence, Florence University of the Arts and Apicius International School of Hospitality (FUA)
- Florence, Kent State University in Florence
- Galway, The National University of Ireland
- Granada, University of Granada
- London, Florida State University-London Study Centre
- London, King's college London
- London, London South Bank University
- London, Middlesex University
- London, Roehampton University
- London, University of Westminster
- Madrid, Antonio de Nebrija University
- Madrid, Complutense University of Madrid
- Malaga, University of Malaga
- Newcastle, Newcastle University
- Paris, Catholic University of Paris
- Paris, Fine Arts and French Language
- Paris, The American Business School Paris
- Paris, The Sorbonne
- Prague, Charles University
- Prague, University of Economics, Prague
- Reading, University of Reading
- Rome, American University of Rome
- Salamanca, University of Salamanca
- San Sebastian, University of Deusto
- Santander, Menéndez Pelayo International University
- Santander, University of Cantabria
- Sevilla, Menéndez Pelayo International University
- Sevilla, Pablo de Olavide University
- Sevilla, University of Sevilla
- Torino, St. John International University
- Valencia, Florida State University-Valencia Study Center
- Valencia, University of Valencia
- Valencia, Polytechnic University of Valencia

<i>For ISA Office Use Only:</i>	
Balance Check	_____ Clear _____ Balance Due
Date Received	_____
Form of Payment and Amount	_____ \$ _____
Date Shipped	_____ Initials _____

Please send transcript(s) to the following address:

LIST ADDITIONAL LOCATIONS AND QUANTITIES ON A SEPARATE SHEET OF PAPER

DESTINATION 1

OFFICIAL COPY _____ UNOFFICIAL COPY _____ ORIGINAL TRANSCRIPT _____
Quantity *Quantity* *Quantity*

Name/Institution

Street Address* (must include a physical street address)

City State Zip

Attention Phone Fax

DESTINATION 2

OFFICIAL COPY _____ UNOFFICIAL COPY _____ ORIGINAL TRANSCRIPT _____
Quantity *Quantity* *Quantity*

Name/Institution

Street Address* (must include a physical street address)

City State Zip

Attention Phone Fax

DESTINATION 3

OFFICIAL COPY _____ UNOFFICIAL COPY _____ ORIGINAL TRANSCRIPT _____
Quantity *Quantity* *Quantity*

Name/Institution

Street Address* (must include a physical street address)

City State Zip

Attention Phone Fax

*PO Box numbers will be sent via USPS and will not include a tracking number.

CHECK HERE IF EXPEDITED PROCESSING IS REQUESTED (\$20 ADDITIONAL FEE FOR THIS SERVICE)

Participant Signature

Date

*By signing above, I certify that I have read and agree to the conditions outlined on the previous pages.
Failure to complete entire form may result in delays.*