

Additional Transcript Request Form **INTERNATIONAL STUDIES ABROAD**

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING
THE REQUEST FORM ON THE REVERSE SIDE

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 check clearance period before the 3-week processing period
- To pay by credit card, attach the credit card authorization form that can be found on our website:
<http://www.studiesabroad.com/content/binaries/creditCardAuth.pdf>
- WE DO NOT ACCEPT CASH

PRICELIST: OFFICIAL COPY: \$10.00 EACH, PER DESTINATION. UNOFFICIAL COPY: \$5.00 EACH, PER DESTINATION.

- IF MORE THAN ONE OFFICIAL TRANSCRIPT IS BEING SENT TO A SINGLE DESTINATION: THE FIRST=\$10.00, AND EACH ADDITIONAL=\$7.50
- IF MORE THAN ONE UNOFFICIAL TRANSCRIPT IS BEING SENT TO A SINGLE DESTINATION: THE FIRST=\$5.00, EACH ADDITIONAL=\$2.50
- These prices only apply to transcripts being sent to locations within the continental U.S. For all other locations, please contact our office for price verification
- 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

EXPEDITED PROCESSING: REQUESTS THAT NEED TO BE PROCESSED WITHIN 5 BUSINESS DAYS OR LESS ARE SUBJECT TO AN ADDITIONAL \$20.00 PROCESSING FEE

- 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, but does not mean *Rushed Delivery* by UPS.
- The \$20.00 fee applies to expedited transcripts (official and unofficial) sent via UPS 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

SHIPPING INFORMATION: UNOFFICIAL TRANSCRIPTS ARE SENT VIA USPS REGULAR MAIL; OFFICIAL TRANSCRIPTS 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 with no 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 RELEASE FORM' ON THE REVERSE SIDE,
MAIL OR FAX FORM WITH PAYMENT TO:
International Studies Abroad
1640-B East 2nd Street, Suite 200, Austin, TX 78702

Additional Transcript Request Form **INTERNATIONAL STUDIES ABROAD**

MAIL OR FAX WITH PAYMENT TO: ISA, 1640-B EAST 2ND STREET, SUITE 200, AUSTIN, TX 78702 PH: 800-580-8826 FX: 512-480-8866

STUDENT CONTACT INFORMATION:

FIRST AND LAST NAME (MAIDEN IF APPLICABLE)

SS#

ADDRESS

CITY STATE ZIP

PHONE

EMAIL

TERM AND YEAR 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 _____

PLEASE SEND TRANSCRIPT(S) TO THE FOLLOWING ADDRESS:

_____ OFFICIAL _____ NON-OFFICIAL
Quantity Quantity

NAME/INSTITUTION

STREET ADDRESS (must include a physical street address)

CITY STATE ZIP

ATTENTION

- CHECK HERE IF EXPEDITED PROCESSING IS REQUESTED (\$20 FEE FOR THIS SERVICE)
*LIST ADDITIONAL LOCATIONS AND QUANTITIES ON A SEPARATE SHEET OF PAPER

UNIVERSITY ATTENDED:

SPAIN

- BARCELONA, UNIVERSIDAD INT'L MENÉNDEZ PELAYO
- BARCELONA, UNIVERSIDAD POMPEU FABRA
- BARCELONA, UNIVERSIDAD DE BARCELONA
- GRANADA, UNIVERSIDAD DE GRANADA
- MADRID, UNIVERSIDAD COMPLUTENSE DE MADRID
- MADRID, UNIVERSIDAD ANTONIO DE NEBRIJA
- MALAGA, UNIVERSIDAD DE MÁLAGA
- SALAMANCA, UNIVERSIDAD DE SALAMANCA
- SANTANDER, UNIVERSIDAD INT'L MENÉNDEZ PELAYO
- SANTANDER, UNIVERSIDAD DE CANTABRIA
- SEVILLA, UNIVERSIDAD DE SEVILLA
- SEVILLA, UNIVERSIDAD INT'L MENÉNDEZ PELAYO
- SEVILLA, UNIVERSIDAD PABLO DE OLAVIDE
- VALENCIA, UNIVERSIDAD DE VALENCIA
- VALENCIA, UNIVERSIDAD POLITÉCNICA DE VALENCIA

LATIN AMERICA

- BUENOS AIRES, UNIVERSIDAD DE BELGRANO
- BUENOS AIRES, UNIVERSIDAD DEL SALVADOR
- GUANAJUATO, UNIVERSIDAD DE GUANAJUATO
- XALAPA, UNIVERSIDAD DE VERACRUZ
- LIMA, UNIVERSIDAD DEL PACÍFICO
- LIMA, PONTIFICIA UNIVERSIDAD CATÓLICA DEL PERÚ (PUCP)
- SAN JOSÉ, UNIVERSIDAD VERITAS
- SAN JOSÉ, UNIVERSIDAD LATINOAMERICANA DE CIENCIA Y TECNOLOGÍA (ULACIT)
- SAN JOSÉ, UNIVERSIDAD DE COSTA RICA
- VIÑA DEL MAR, UNIVERSIDAD DE VIÑA DEL MAR
- SANTIAGO, PONTIFICIA UNIVERSIDAD CATÓLICA MADRE Y MAESTRA (PUCMM)
- VALPARAÍSO, UNIVERSIDAD CATÓLICA DE VALPARAÍSO

FRANCE

- ANGERS, C.I.D.E.F. ANGERS
- PARIS, INSTITUT CATHOLIQUE PARIS
- PARIS, THE SORBONNE

ITALY

- ROME, AMERICAN UNIVERSITY OF ROME
- FLORENCE, KENT STATE UNIVERSITY IN FLORENCE

ENGLAND & AUSTRALIA

- BRISBANE, UNIVERSITY OF QUEENSLAND
- SYDNEY, UNIVERSITY OF SYDNEY
- READING, UNIVERSITY OF READING
- LONDON, UNIVERSITY OF WESTMINSTER
- LONDON, MIDDLESEX UNIVERSITY

MULTI-COUNTRY

- MULTI-COUNTRY – MÉXICO, ARGENTINA, SPAIN
- MULTI-COUNTRY – ITALY, FRANCE, SPAIN

For ISA Office Use Only:

Balance Check _____ Clear _____ Balance Due _____

Date Received _____

Form of Payment _____

Amount \$ _____

Date to Be Shipped _____

Date Shipped _____

STUDENT SIGNATURE _____ DATE _____

BY SIGNING ABOVE, I CERTIFY THAT I HAVE READ AND AGREE TO THE CONDITIONS OUTLINED ON THE PREVIOUS PAGES