

# Additional Transcript Request Form INTERNATIONAL STUDIES ABROAD

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

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

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- 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 OR PAYMENTS OVER THE PHONE**

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

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- **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

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

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- 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. 2<sup>nd</sup> day, overnight), please contact our office for additional shipping fees

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**SHIPPING INFORMATION:** UNOFFICIAL TRANSCRIPTS ARE SENT VIA USPS REGULAR MAIL; OFFICIAL TRANSCRIPTS ARE SENT VIA UPS GROUND SERVICE (INCLUDES EXPEDITED REQUESTS)

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- **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 REQUEST FORM' ON THE REVERSE SIDE,

MAIL OR FAX FORM WITH PAYMENT TO:

International Studies Abroad  
1112 West Ben White Blvd.  
Austin, TX 78704

**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:**

\*LIST ADDITIONAL LOCATIONS AND QUANTITIES ON A SEPARATE SHEET OF PAPER

\_\_\_\_\_  
Quantity **OFFICIAL** Quantity **NON-OFFICIAL**

\_\_\_\_\_  
NAME/INSTITUTION

\_\_\_\_\_  
STREET ADDRESS (must include a physical street address)

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
ATTENTION  
\*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 AND APPLIES TO ALL TRANSCRIPTS)

**SPAIN**

- BARCELONA, UNIVERSIDAD INT'L MENÉNDEZ PELAYO
- BARCELONA, AUTONOMOUS UNIVERSITY OF BARCELONA
- BARCELONA, UNIVERSIDAD POMPEU FABRA
- BARCELONA, UNIVERSIDAD DE BARCELONA
- BILBAO, UNIVERSITY OF DUESTO
- GRANADA, UNIVERSIDAD DE GRANADA
- MADRID, UNIVERSIDAD COMPLUTENSE DE MADRID
- MADRID, UNIVERSIDAD ANTONIO DE NEBRIJA
- MALAGA, UNIVERSIDAD DE MÁLAGA
- SALAMANCA, UNIVERSIDAD DE SALAMANCA
- SAN SEBASTIAN, UNIVERSITY OF DUESTO
- 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
- BUENOS AIRES, UNIVERSIDAD NACIONAL DE TRES DE FEBRERO
- FLORIANOPOLIS, UNIVERSIDADE DO SUL DE SANTA CATARINA
- GUADALAJARA, INSTITUTO TECNOLÓGICO Y DE ESTUDIOS SUPERIORES DE OCCIDENTE (ITESO)
- GUANAJUATO, UNIVERSIDAD DE GUANAJUATO
- XALAPA, UNIVERSIDAD DE VERACRUZ
- CUSCO, UNIVERSIDAD DE SAN IGNACIO DE LOYOLA
- LIMA, UNIVERSIDAD DE SAN IGNACIO DE LOYOLA
- LIMA, UNIVERSIDAD DEL PACÍFICO
- LIMA, PONTIFICIA UNIVERSIDAD CATÓLICA DEL PERÚ (PUCP)
- HEREDIA, INTER-AMERICAN UNIV OF COSTA RICA
- 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
- VIÑA DEL MAR, ADOLFO IBAÑEZ UNIVERSITY
- VALPARAÍSO, UNIVERSIDAD CATÓLICA DE VALPARAÍSO
- SANTIAGO, PONTIFICIA UNIVERSIDAD CATÓLICA MADRE Y MAESTRA (PUCMM)
- MULTI-COUNTRY PROGRAM

**EUROPE & NORTH AFRICA**

- BELGIUM, VESALIUS COLLEGE
- CZECH REPUBLIC, CHARLES UNIVERSITY
- LONDON, UNIVERSITY OF WESTMINSTER
- LONDON, MIDDLESEX UNIVERSITY
- LONDON, KING'S COLLEGE
- LONDON SOUTH BANK UNIVERSITY
- READING, UNIVERSITY OF READING
- MOROCCO, MOULAY ISMAIL UNIVERSITY
- PARIS, FINE ARTS AND FRENCH LANGUAGE
- PARIS, INSTITUT CATHOLIQUE PARIS
- PARIS, THE SORBONNE
- PARIS, THE AMERICAN BUSINESS SCHOOL OF PARIS
- ANGERS, C.I.D.E.F. ANGERS
- ROME, AMERICAN UNIVERSITY OF ROME
- TORINO, ST JOHN INTERNATIONAL UNIVERSITY
- FLORENCE, KENT STATE UNIVERSITY IN FLORENCE
- FLORENCE, FUA AND AISH

**AUSTRALIA**

- BRISBANE, UNIVERSITY OF QUEENSLAND
- SYDNEY, UNIVERSITY OF SYDNEY

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

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_