

## International Baccalaureate Transcript Request Form

\*Fields are mandatory for processing

Instructions for form on page 2.

### Student Information

<p>*Student's Last Name: _____</p> <p>Student Candidate Code(s): _____ <small>Do not include personal code unless you tested after Nov. 2003</small></p> <p>*Full Name of High School and Location (City, State): _____</p> <p>*Term (month, year) exam(s) was/were taken:    <input type="checkbox"/> May    <input type="checkbox"/> November    Year: _____</p> <p>*Testing Category (check all that apply):    <input type="checkbox"/> Certificate    <input type="checkbox"/> Full Diploma    <input type="checkbox"/> Extra Certificate</p>	<p>*Student's First Name: _____</p> <p>*Student's Date of Birth: _____</p>
<p>* Please indicate an email address or phone number at which we can contact you in case of a problem with your transcript request: _____</p>	

### University Information

(If sending to yourself, please write "self" in place of "Full name of University", and your home address in place of "University Address". Please note that only unofficial transcripts will be sent to directly to students.)

\*Full Name of University: \_\_\_\_\_

\*Contact Person/Office: \_\_\_\_\_

\*Full University Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Contact Email Address: \_\_\_\_\_

\*Contact phone number: \_\_\_\_\_    Contact fax number: \_\_\_\_\_

\*Indicate amount, currency type (USD/CAD), and number of the enclosed check or money order **(please see pg. 2 for clarification)**:    Amount: \$ \_\_\_\_\_    Check #: \_\_\_\_\_

\*Signature: \_\_\_\_\_  
*MUST be the student's signature if the student is over age of majority; parent signature if not.*

**Please note:** Due to the high volume of transcript requests we receive, IB Americas is unable to confirm when we forward each transcript. Please check with a representative at your university a few weeks after you send your request to verify that your transcript has arrived.

**Please mail the completed form and your payment (if applicable) to:**

International Baccalaureate  
Attn: Transcripts  
7501 Wisconsin Avenue, Suite 200 West  
Bethesda, MD 20814, USA

## **Instructions for Completing the Transcript Request Form**

### **Student Name**

- This must be the name under which the Diploma or Certificate was awarded and the student registered for IB exams.

### **Student Candidate Code/Personal Code**

- This number is seven digits and can be found on the Diploma or Certificate itself; please include the *full* number, including any preceding letters. If you tested after November 2003, you may include your personal code as well.
- If you are a certificate student, include both your Year 11 and Year 12 candidate codes.
- If you received an extra certificate, please include all of your codes.
- If you do not know your candidate code(s), contact your high school's IB Coordinator.

### **Check or Money Order**

- If you tested during the most recent examination session (May or November), International Baccalaureate Americas will send transcripts free of charge to one US University or two Canadian universities when requests are made before 15 September (May Session) or 15 March (November Session).
- All other requests **must** include a processing fee of USD \$14 or CAD \$16 for *each* transcript you request, payable to IB Americas. These fees are subject to change at any time.
- If you require **expedited shipping**, transcript requests must include an *additional payment* of US/CA\$35 (for US institutions) or US/CA\$40 (for Canadian institutions) may be sent to a university by courier - providing the university is **not** on the *electronic transcripts* list (see additional information section below). Please provide a separate check or money order if expedited courier service is required. **Please provide a valid street address as expedited requests cannot be sent to P.O. boxes.**
- IB Americas accepts only checks and money orders. Please **do not send cash** or credit card information.

### **Signature**

- The laws of most countries require that all transcript requests include a signature.
- If the student is over the legal age of majority in his/her country/state/province, the student must sign the request.
- If the student is under the legal age of majority in his/her country/state/province, a parent must sign the request.
- Parents **cannot** submit requests for students over the legal age of majority. IB Americas is legally unable to honor such requests. A student of the age of majority must request the transcript him- or herself.

### **Required Information**

- **IB Americas cannot process transcript requests that do not contain all the required Student Information, University Information, required signature, and/or required payment. Failure to include all required information may result in a transcript processing delay.**

### **Multiple Requests and Additional Information**

- Please use a separate form for each request. You may mail them together and combine all the fees into one payment.
- IB Americas only accepts transcript requests remitted via mail. We do not accept requests made via fax or email. Requests made by these methods will **not** be honored.

### **Additional Information**

- Due to volume we cannot acknowledge when we receive a transcript request or when we process a transcript request.
- Legally we cannot accept transcript requests via email or fax.
- At this time we do not accept payment via credit card.
- Most transcript requests take 10-14 business days to be received and processed. However, during the peak months of December and January and July-September, transcript requests may take longer to process. IB Americas is not responsible for delays in the postal service or in processing transcripts at universities.
- For more information regarding transcripts that receive transcripts electronically or to visit our FAQs section, please visit us on the web at <http://www.ibo.org/iba/transcripts/>

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