

API ADDITIONAL TRANSCRIPT REQUEST FORM

Transcript requests must be made in writing. Transcripts will not be released without the student's signature below; requests by persons other than the student will not be honored. Only students whose balances have been paid in full are eligible to request additional transcript copies. Payment for the transcripts must be received in advance of any mailings. Return this completed form by:

Email: transcripts@apiabroad.com

Mail: Academic Programs International · 301 Camp Craft Road, Suite 200 · Austin, TX 78746

Shipment and Pricing:

Service	Economy*	Standard	Expedited		
Mailing method	Standard mail (no tracking number)	Certified mail (tracking number)	Overnight delivery (tracking number)		
Cost**	\$10 for the first transcript to each address	\$20 for the first transcript to each address	\$40 for the first transcript to each address		
	\$5 for each additional transcript to same address	\$5 for each additional transcript to same address	\$5 for each additional transcript to same address		
Digital Unofficial Transcripts***	Email <u>transcripts@apiabroad.com</u> Emailed scanned unofficial transcripts are free of charge.				

^{*}Economy service cannot be tracked, so when sending to an institution, it is recommended that you select standard or expedited service. The choice, however, is completely up to you.

Note: Each transcript ordered is individually sealed, accompanied by an API cover letter and a translation page (when necessary).

Last Name:	First Name:			
Phone:	Email:			
Study Abroad Program:	Term:	Host Institution:		
(City) Mail Transcripts to:	(i.e. Fall 2019)	(Name of university while abroad)		
Address 1	Address 2			
Recipient Name or University:	Recipient or University N	Recipient or University Name:		
Attention:	Attention:	Attention:		
Street Address:	Street Address:	Street Address:		
City/State/Zip:	City/State/Zip:			
Number of Copies:	Number of Copies	3:		
Economy Standard Expedited		dard Expedited		
I, the undersigned, authorize Academic Programs Int charge my credit card \$ as payment for the rele agreement.				

Contact API by phone: 1-800-844-4124 or by email: transcripts@apiabroad.com

^{**}Fees listed apply only to transcripts sent within the United States. Please call API for international shipping fees. ***An electronic copy is considered unofficial by most universities/institutions and is delivered electronically in PDF format. API is not affiliated with an electronic transcript delivery services (eg. National Student Clearinghouse, Scrip-Safe, etc).



Calculating Your Total:

	Cost
Address 1	
Address 2	
Grand Total	

Payment Method

Ц	Check/	Money	Order	(payable	to API
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[☐] Pay by Credit Card-You will receive a secured payment link via email once your request is received.