

# Transcript Request Form

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## Student Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Year Graduated/Withdrawn: \_\_\_\_\_

Transcript Copies:  Official (stamped, sealed) How many? \_\_\_\_\_  
 Unofficial (student copy) How many? \_\_\_\_\_  
 Do not show ACT/SAT Scores on transcript

**If more information is required to be included with the transcript, please indicate other items to include:**

School Profile  Teacher Recommendations: 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_

**Mailing Instructions:** (first 10 transcript/document mailouts free; after that they will be charged 50 baht per mailout)

- Express mail (must be paid in advance of mailing)
- Pick up by: \_\_\_\_\_
- Regular mail (takes 3-4 weeks for delivery)

## Addressees (send official transcript(s) to):

**1. School/Organization Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**2. School/Organization Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**3. School/Organization Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

## Office Use Only

Date received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Express Mail Postage Paid:  Yes  No

Comments: \_\_\_\_\_