

Additional Transcript Request Form

CEA Study Abroad



Return this completed form by:

Fax: 1.480.557.7926

Email: Transcripts@ceaStudyAbroad.com

Mail: 2999 North 44th Street, Suite 200
Phoenix, AZ 85018-7248

Tel: 1.800.266.4441

Fax: 1.480.557.7926

www.ceaStudyAbroad.com

If you have completed your CEA program and need to request additional transcripts, please fill out both pages of this form and return it to CEA with payment. If you have any questions about the transcript request process, please contact us by email at Transcripts@ceaStudyAbroad.com or by phone at 1-800-266-4441. Please note:

- **Transcripts from foreign universities can take up to 2-3 months to arrive at CEA.**
- **Transcript requests for the University of New Haven can take up to 2-3 weeks to arrive at CEA.**
- Please do not request additional transcripts or submit payment until your program has ended.
- Transcripts will not be released if your account has an outstanding balance.
- CEA must receive payment for additional transcripts before they can be mailed.
- Transcripts cannot be expedited to the CEA office.
- All official transcripts will be mailed and not emailed.

If you attended one of the following programs through CEA, please contact us before filling out this form. Requests for these locations must be made directly to the school:

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| • Australia | • Mexico |
| • England | • South Africa |
| • France (Dijon) | • American University of Paris |
| • Italy (SRISA, John Cabot University, or any program prior to Fall 2007) | • CEA Global Campus in Paris, France (prior to Fall 2008) |
| • Ireland (Cork or Galway) | |

The fees for additional transcripts are as follows:

Official foreign transcripts	\$25.00 per transcript
Official University of New Haven transcripts *Only for courses taken at CEA Study Centers (formerly Global Campuses)*	\$15.00 per transcript
Official hybrid program transcripts *For those who attended a foreign university and a CEA Study Center*	\$25.00 per set
Unofficial transcripts *Emailed, scanned, and faxed unofficial transcripts are free of charge*	\$5.00 per <u>mailed</u> copy

STUDENT INFORMATION

(This form must be completed by the student. Due to academic privacy laws, only a student can request their academic records.)

Last Name: _____ First Name: _____

Date of Birth: ____/____/____ Phone: _____ Email: _____
(MM/DD/YYYY)

Study Abroad Destination: _____ Semester: _____ Host Institution: _____
(City) (i.e. Fall 2014) (Name of International Institution While Abroad)

AUTHORIZATION

"I understand that by signing this form, I am authorizing CEA to mail my transcript(s) to the universities and/or persons indicated on this form."

Signature: _____ Date: _____

ORDERING AND MAILING*

*If you have multiple recipients, you may attach a third sheet with a list of addresses.

OFFICIAL Transcript (\$25.00 for each foreign transcript OR hybrid set; \$15.00 for UNH only)

Please mail (enter quantity) _____ official transcript(s) to:

(Check one): Foreign Hybrid Set University of New Haven (CEA Study Center)

Recipient School/Organization (if applicable): _____

Attention To: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Emailed, scanned, & faxed unofficial transcripts have no fee. Email Transcripts@ceaStudyAbroad.com to request unofficial transcripts. Official transcripts must be mailed.

PAYMENT INFORMATION

*Payment will be processed upon receipt of this form. See below for transcript processing times.

Total # of Official Foreign Transcripts OR Hybrid Sets: _____ x \$25.00 = \$ _____

Total # of Official UNH Transcripts: _____ x \$15.00 = \$ _____

Total # of Unofficial Transcripts (mailed only, unofficial transcripts are free of cost): _____ x \$5.00 = \$ _____

Total due for transcripts = \$ _____

ONCE WE RECEIVE YOUR TRANSCRIPT

Transcripts from foreign universities can take up to 2-3 months to arrive at CEA. Transcript requests for the University of New Haven can take up to 2-3 weeks to arrive at CEA.

Once we receive your transcript, you can choose from the following shipping methods:

Standard Shipping (5-7 business days, no tracking number provided, free of charge): _____ x \$0.00 = \$ _____

Certified USPS Shipping (5-7 business days, tracking number is provided): _____ x \$5.00 = \$ _____

FedEx Expedited Shipping (standard overnight shipping, tracking number is provided): _____ x \$30.00 = \$ _____

Total due for shipping = \$ _____

Payment Method: Check/Money Order (payable to CEA Study Abroad)

Credit Card (check one): Visa MC Disc AMEX

CREDIT CARD INFORMATION

Card #: _____ Exp. Date: _____

CVN: _____ (3 digit number on back of card, or AMEX 4 digit number on the front right side)

Cardholder Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____