

## Official Transcript Request Form

If you would like to receive an official International Academy transcript, please fill out the form below. Please allow 3 business days for processing. You will be able to pick up your sealed transcript(s) at the DCC front desk. If you would like USC International Academy to mail your transcript AFTER payment has been received, please include the mailing information at the bottom of this form. **Warning: If you are requesting a transcript for university applications in the U.S., DO NOT OPEN!** Transcripts must stay sealed in order to be considered OFFICIAL. Please see the mailing costs below.

### Mailing Costs

Mailing within the U.S. \$25/shipment  
Mailing outside the U.S. (international): \$100/shipment

Please make your payment online at: [international.usc.edu/fees.php](http://international.usc.edu/fees.php)

### Student Information

Name	<input type="text"/>	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
	<small>First Name</small>		<small>Month / Day / Year</small>
File ID Number	<input type="text"/>	Starting Semester/Session and Year	<input type="text"/>
Email Address	<input type="text"/>		
Program (Check one)	<input type="checkbox"/> Intensive English	<input type="checkbox"/> Pre-Master's	<input type="checkbox"/> Undergraduate Prep
		<input type="checkbox"/> Master's Prep	
Signature	<input type="text"/>	Date	<input type="text"/>
	<small>*required for release of records</small>		

How would you like to receive your official transcript? ☐ Pick up ☐ Through the mail

How many copies of the transcript do you need?

### Mailing Information for Transcript Delivery (if applicable)

Please include the recipient name and/or university and department, mailing address, city, state, postal code, and phone number.