

Grade Report / Certificate Request Form

If you would like to receive your official International Academy grade report or certificate, please fill out the form below and allow 3 business days for processing. You will be able to pick up your sealed grade report(s) and/or certificate at the Front Desk. *If you prefer we mail the requested documents to your home or university*, please pay the required mailing fee (\$25 for domestic or \$100 for international mailing) and include the mailing information on the bottom of this form.

Warning: If you are requesting grade report as part of a university application, **DO NOT OPEN!** Grade reports must stay sealed in order to be considered OFFICIAL.

Student Information

Name: Date of Birth: / /
First Name Last Name Month/Day/ Year

USC ID Number: Starting Semester/ Session and Year:

USC Email:

Program: Requested Document: Certificate Grade Report
IEP / P-M/MP # of copies (max. 10)

Would you like your grade report/certificate mailed to you?

Yes – Please fill out mailing information below and pay mailing fee on international.usc.edu/fees.php

No – Name of person authorized to pick up grade report/certificate:
First Name Last Name

Mailing Information for Document Delivery (if applicable)

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

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

Signature: Date: