

ASPIRE by API TRANSCRIPT REQUEST FORM



INSTRUCTIONS: An official transcript will be issued by the host institution for your studies. We will keep a copy of the transcript on file for you at the Aspire office indefinitely; however, if you would like your transcript to be sent to a college or university upon completion of the program, please complete this form. An **unofficial copy** will be mailed to your permanent address. **All students must sign this form for their transcripts to be released.**

PLEASE NOTE:

- Transcripts from academic institutions abroad are typically issued to Aspire two months after the end of the program.
- Transcripts will not be released by Aspire until all program fees have been paid to Aspire.
- If you are not sure that you would like your transcript sent to a university at this time, you can contact Aspire at a later date to make the request. One official transcript will be sent to a university free of charge. Additional official transcripts cost anywhere from \$10-\$40, depending on how you want it shipped.

STUDENT: The following portion should be completed by the student (PLEASE PRINT).

Student's Name:

First

Middle Initial

Last

Permanent Address:

City/State/Zip:

Program Location:

Program Term(s):

Program Name (e.g., Language & Culture):

Program Dates:

- Check here if you don't want your transcript sent to a university at this time and you only want an unofficial copy sent to your permanent address.

The student's study abroad transcript should be sent to:

University:

Attention:

Address:

City/State/Zip:

Phone Number:

I authorize Aspire to send my transcript to the address listed above and acknowledge that my transcript will not be released to me or to the designated contact until all Aspire program fees have been paid in full.

Student Signature: