



OFFICIAL TRANSCRIPTS

We do not send transcripts to the home universities. Students must apply [online](#) and have them sent directly to their university clearly indicating **the NAME and ADDRESS of the person to whom the transcript is addressed**. There is a \$15.00 fee for each transcript ordered. Transcripts sent by standard mail are free of charge.

Each year, we receive emails from exchange students saying that their home university requests a transcript which they never ordered.

For confidentiality reason, we cannot order their transcript on their behalf.