

Cambridge Examination Results Transcript Application Form

This form is for candidates who attended US High Schools

PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM

- This form is valid for applications made by Cambridge candidates whose college or university requires an official confirmation from Cambridge to show the Cambridge International AS & A Level grades they achieved in a particular exam series.
- **To help ensure the timely delivery of your results to the requested institution, please submit this form as soon as you have confirmed where you will be attending – ideally by 15 April of your senior year in high school.**
- Candidate identification must be in English and clearly show the candidate's name and date of birth.
- Once we receive a completed application form, we will let you know within three working days if we need additional information.
- We process applications in the order in which we receive them within a 28 day time-frame.

Cambridge produces results transcripts using the name given for the candidate at the time of the exam. We will consider requests for minor amendments if all of the following requirements are met:

- a. The request is made clearly in an accompanying letter or email.
- b. The amendment can be verified against the candidate's identification.

Completing the form - Check that you have completed the following steps:

1. Type or fill out the form in BLOCK CAPITAL letters using black ink.
2. Submit a photocopy of the relevant identification which shows your name and date of birth in English.

Acceptable forms of identification are any one of the following:

- A photocopy or scanned copy of your birth certificate
- A photocopy or scanned copy of the photo page of your passport
- A photocopy or scanned copy of your driver's license

Returning the form - You can return the form by email or post:

- By email: Return to info@cie.org.uk with '**Results Transcript Application**' in the subject line.
- By post: Results and Despatches US Trans
Cambridge International Examinations
DC10, Hill Farm Road
Whittlesford, Cambridge CB22 4FZ
United Kingdom.

Candidate information

Current full name Date of birth (MM/DD/YY)

Full name at the time of the exam (if different from current name)

Number or email address where you can be reached with questions if necessary:

Daytime telephone number (including area code) Email address

Examination details

Please provide as much information as possible to avoid delays in processing your application. Exams taken in the spring are part of our June series and exams taken in the fall are part of our November series. Please complete a row for each series for which you need a results transcript.

Example:

<i>Exam series</i>	<i>Qualification</i>	<i>Center number</i>	<i>Candidate number</i>
JUNE 2015	Cambridge AICE Diploma	US123	1234

<i>Exam series</i>	<i>Qualification</i>	<i>Center number</i>	<i>Candidate number</i>

We do not issue results transcripts for **UNGRADED, NO RESULT, PENDING** or **TO BE ISSUED** outcomes.

Delivery details

Please provide a contact name, university name, mailing and email address for each recipient of the results transcript.

ADDRESS ONE

Name and job title of person receiving results transcript

University name

Mailing address of person receiving results transcript

Zip code

University email address

ADDRESS TWO (for university transfer students only)

Name and job title of person receiving resultstranscript

University name

Mailing address of person receiving results transcript

 Zip code

University email address

For transfer students, if copies need to be sent to more than two addresses please write them on an additional piece of paper and attach it to this form.

The data that you give us, along with data we hold about your grades, will be used to create the results transcript. We will then send the results transcript to the university or universities detailed above for the purpose of your matriculation to those universities. We will store the data and may circulate it internally as part of our administrative processes.

In accordance with the UK Data Protection Act 1998, we are required to tell you that, by responding to your request, we will be sending your personal data (as defined in the act) from the United Kingdom to the United States as described above, and therefore transferring your data outside of the European Economic Area. By making this application for a results transcript, you confirm that you consent to this transfer of your personal data outside of the European Economic Area.

If you have any queries about our use of your personal data, please email info@cie.org.uk or call 011 44 1223 553554.

Signature of applicant (or guardian if candidate is under the age of 18)

Date (MM/DD/YY)

If you submit this form electronically please put an X in the box below as an alternative to signing the form.

For internal use only
Reference number
Country code

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