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## Academic Credentials Request

Name of Applicant:  
Date of Birth:

Transcript Research ID #:  
Date:

**Part I: Applicants:** You are required to complete this form and submit it to your current and/or former institutions to have your academic records (transcripts, diplomas, degrees, diploma supplements, or other academic credentials) sent to Transcript Research for evaluation. Please note that some institutions may impose a fee for this service.

Name	_____	,	_____	_____
	(Family Name / Last Name)		(Given Name / First Name)	(Middle Name / Maiden Name)
Are there any other names on your academic records? If yes: _____				
Birthday (DD/MM/YY): _____ Institution Name: _____				
Degree Name (if applicable): _____				
Dates of Attendance : _____ to _____ Identification # at Institution: _____				
Year of Graduation: _____ Major: _____ Email: _____				

I authorize for my academic records to be released to Transcript Research.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part II: Institutional Officials:** The person identified in Part I wants to have her or his academic credentials (transcripts, degrees, diploma supplements, or other academic credentials) showing subjects studied and all marks or grades earned to be released to Transcript Research to complete their transcript evaluation. This form is not valid without the student's transcripts or other academic records.

Name: _____	Title: _____	
Address of Institution: _____		
Email: _____	Fax #: _____	Phone #: _____

The above named student attended our institution, \_\_\_\_\_,  
from \_\_\_\_\_ to \_\_\_\_\_. The student earned the \_\_\_\_\_  
(degree/diploma/certificate/other credential) on \_\_\_\_\_ (if applicable).

\_\_\_\_\_  
Institutional Official's Signature

\_\_\_\_\_  
Institutional Seal

\_\_\_\_\_  
Date

This form **MUST** be accompanied by the official transcript, certificate, or other academic records.