

## Results Transcript Application

This form is for use **ONLY** by candidates in the USA applying to US universities. Complete all fields of the form in BLOCK CAPITALS. We process applications within 28 days of receipt. For more information about this service you can visit the help page for parents and students on our website [www.cambridgeinternational.org/help](http://www.cambridgeinternational.org/help). You can also contact customer services by email at [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org) or by phone on +44 (0)1223 553554.

### Candidate information

Please provide your full name, correct date of birth and current email address. To help us complete your request for a results transcript, we will contact you by email if we need more information.

Your <u>full</u> name	<input type="text"/>
Email address	<input type="text"/>
Date of birth (MM/DD/YYYY)	<input type="text"/>

If the name or date of birth used in your examination **is different** to the details above, please indicate the name or date of birth used in your examination in the box below. This will help us locate the correct examination details.

### Examination details

Please provide as much information as possible in the section below. Examinations taken in the spring are part of our June series and examinations taken in the fall are part of our November series. Please complete a separate row below for each examination series your results transcript must include. **We do not include Cambridge IGCSE scores on transcripts.**

The results transcript will include all grades for the qualification(s) and examination series you request, including the results for the AICE Diploma where this has been achieved. We cannot withhold specific grades from your transcripts and the transcripts will not include UNGRADED, NO RESULT, PENDING or TO BE ISSUED outcomes.

Examination series (e.g. June 2019)	Qualification (e.g. GCE AS & A Level, AICE Diploma)	Centre Number (5 characters e.g. US123)	Candidate Number (4 digits e.g. 0024)	Centre name and location/country (e.g. The Florida School, Florida, USA)

List additional examination series on a separate sheet of paper to submit with your application if needed.

## Recipient details

Please provide a contact name, institution name, mailing and email address for each recipient of your results transcript. We send result transcripts either by email or postal mail, depending on the format the institution has agreed to accept.

Recipient One	
Name and job title/ department	<input type="text"/>
Institution name	<input type="text"/>
Email address (of the recipient)	<input type="text"/>
Mailing address (of the recipient)	
Building number/ name and street	<input type="text"/>
Town/state	<input type="text"/>
Zip code	<input type="text"/> United States

Recipient Two	
Name and job title/ department	<input type="text"/>
Institution name	<input type="text"/>
Email address (of the recipient)	<input type="text"/>
Mailing address (of the recipient)	
Building number/ name and street	<input type="text"/>
Town/state	<input type="text"/>
Zip code	<input type="text"/> United States

Recipient Three	
Name and job title/ department	<input type="text"/>
Institution name	<input type="text"/>
Email address (of the recipient)	<input type="text"/>
Mailing address (of the recipient)	
Building number/ name and street	<input type="text"/>
Town/state	<input type="text"/>
Zip code	<input type="text"/> United States

List additional recipient details on a separate sheet of paper to submit with your application if needed.

## Returning the form

This form must be returned with a photocopy of the **candidate's ID** showing the name and date of birth. You can return the form by email or US postal mail.

**By email:** Return to [info@cambridgeinternational.org](mailto:info@cambridgeinternational.org). Please include 'Results Transcript Application' in the subject line of the email.

**By post:** *(Include enough postage for international mail)*

US Results Transcripts  
Results and Despatches  
Cambridge Assessment International Education  
Cambridge Assessment DC10  
Hill Farm Road  
Whittlesford  
Cambridge  
CB22 4FZ  
United Kingdom.

### Acceptable ID documents:

- ✓ The photo page of the candidate's passport
- ✓ A photo driving licence
- ✓ A photo national ID card
- ✓ Full birth certificate

## Data privacy

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 institution(s) which you have identified. We will store the data and may circulate it internally as part of our administrative processes.

In accordance with the General Data Protection Regulations (GDPR) and UK Data Protection Act 2018, we are required to tell you that, as part of 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@cambridgeinternational.org](mailto:info@cambridgeinternational.org) or call 917-810-2660

## Checklist

Before sending your application, please use this checklist to ensure you have submitted the required information:

<input type="checkbox"/> Candidate information	<input type="checkbox"/> Examination details	<input type="checkbox"/> Recipient address/email details
<input type="checkbox"/> Candidate ID	<input type="checkbox"/> Declaration	

## Declaration

(To be completed by a parent or guardian of the candidate if the candidate is under the age of 18)

<b>Print name</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Signed</b>	<input type="text"/>	(MM/DD/YYYY)	