

## Results Transcript Application Form

Please complete all the fields on the form and make sure you provide your full name and date of birth. We will contact you within three working days of receiving this form if we need more information.

**Completing the form** – Check that you have completed all the following steps:

1. Type or fill out the form in BLOCK CAPITAL LETTERS using **black ink**.
2. Submit a photocopy (**or photo taken by phone**) of the relevant identification which shows your current name in English and date of birth.

**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 (with a copy of your identification)**

You can return the form by email or US postal mail.

- By email: Return to **info@cambridgeinternational.org** with '**Results Transcript Application**' in the subject line. This is the preferred and fastest method.
- By US postal mail: Return **with enough postage for international mail** to:  
Results and Despatches US Transcripts  
Cambridge Assessment International Education  
DC10, Hill Farm Road, Whittlesford  
Cambridge CB22 4FZ, United Kingdom

### Section 1 - Candidate information

<b>Current full name (first, middle and last):</b>
Please indicate the name you wrote on your exam(s) <b>if different</b> from the current name you noted above: This will ensure all <i>relevant grades are included on your transcript</i>
<b>Date of birth (mm/dd/yy):</b>

**Please provide both your email address and telephone number so we can contact you with any questions and notify when we despatch your transcripts.**

Email:
Telephone:

## Section 2 - Exam 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.

Our results transcripts include all grades for the qualification and exam series you request. We do not include Cambridge IGCSE scores on transcripts. We cannot withhold specific grades from your transcript. Our results transcripts do not include UNGRADED, NO RESULT, PENDING or TO BE ISSUED outcomes.

### Example:

Exam series (June or November and year)	Qualification (for example, Cambridge International A & AS Levels)	Center number	Candidate number
June 2016	Cambridge International AS & A Level	US123	1234
November 2017	Cambridge International AS & A Level	US123	1234
November 2017	Cambridge AICE Diploma	US123	1234

Exam series (June or November and year)	Qualification	Center number	Candidate number

Please provide a contact name, institution name, mailing and email address for each recipient of your exam grades transcript. We will send result transcript(s) either by email or postal mail, depending on the format the institution accepts.

### Institutions: Recipient(s) of exam grades

#### Address:

1. Name and job title of person receiving results transcript

2. Institution name

3. Mailing address of person receiving results transcript

4. Email address of person receiving results transcript\*

**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

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

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**Date (mm/dd/yy):**

If you submit this form electronically, enter the date in the above box and place an X in the box below as an alternative to signing the form.

