



DBS Study Abroad Program College and University Transcript Request Form

Important: This form is provided to assist the student in requesting official transcripts. The student is solely responsible for requesting all college and/or university transcripts.

Attention: Transcripts will not be accepted as official by the DBS Study Abroad Program for any of the following reasons: 1) stamped with "student copy", "issued to student", "unofficial copy", etc.; 2) received from the student 3) registrar signature or seal missing 4) student name incorrect or illegible 5) illegible transcript.

Attention Student:

1. You, the student, are responsible for completing and mailing a copy of this Transcript Request Form to each college and/or university from which you have received prior college-level credit.
2. Include any transcript fee (s) for the corresponding college and/or university with this form.
3. Sign and date the bottom of this form.

Applicant Information

Name: _____

Current address: _____

City, State, Zip: _____

Current phone: _____

Permanent address (if different from current address):

City, State, Zip: _____

Date of birth: _____

Social Security number: _____

Email: _____

Information of Institution Attended:

Name of college or university: _____

City, State, Zip: _____

Date of attendance: From _____ To _____

Degree Earned: _____

Attention Registrar:

Please return a copy of this form with the transcript.

I hereby request and authorize you to forward my official transcript and this form to:

Rebecca James
c/o Kaplan Inc.
888 7th Ave. 22nd floor
New York, NY 10106

Enclosed is my transcript fee of \$_____ (Most colleges charge a fee for this service. Please contact your institution for specific information about fees.)

Student's signature: _____ Date: _____