



MAJOR-SPECIFIC STUDY & INTERN ABROAD PROGRAMS

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TRANSCRIPT REQUEST FORM

All KEI programs include one official and one unofficial transcript, which will be issued at the end of the program. Additional transcripts can be requested from the host institution and/or the University of Record by following the appropriate transcript request and payment procedures of that institution. Note: transcripts will not be disbursed if there is a balance on the student's account. This form must be received by KEI not later than the enrollment deadline for your intended program and initial term of study.

Student Information

Full Name: _____

Major: _____

Date of Birth: _____ (m/d/y)

Graduation: _____ (m/y)

University: _____

Program Information

Name of Program: _____

Host City: _____ Term of Program: _____

Does this program lead to a degree or diploma? Yes No

Transcript Type

Students planning to transfer credit to their home institution in the USA should consult with their academic/study abroad advisor before making their selection, and study abroad advisors must sign indicating their approval of the selection.

Students going to Kenya should skip this section. Transcripts from Kenya are always issued by the host institution, which is accredited in the USA. Note: students attending SUNY will receive SUNY Cortland transcripts for Kenya.

- My transcripts should be issued by the KEI host institution.
 My transcripts should be issued by the KEI University of Record.

Study Abroad Advisor's Signature _____

A processing fee of \$300 US will be added to the program tuition if at least one of the following is true.

1. You are participating in a KEI-sponsored study and intern abroad (non-degree) program and you request transcripts from both the host institution and the School of Record.
2. You are participating in a KEI-sponsored degree or diploma program and you request transcripts from the University of Record.

Mailing Address for Official Transcript

Attention of: _____

Department: _____

Institution: _____

Address 1: _____

City, State, ZIP: _____

Country: _____

Mailing Address for Unofficial Transcript

Attention of: _____

Address 1: _____

City, State, ZIP: _____

Country: _____