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**STUDY & INTERN ABROAD PROGRAMS**

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63 Sickletown Road • West Nyack • New York • 10994 • USA

**TRANSCRIPT REQUEST FORM**

Use this form to request program transcripts issued by the host university abroad. To request a program transcript issued by the KEI school of record (an accredited university in the USA) please contact the Registrar of the school of record. Contact KEI if you are not sure what type of transcript to request.

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Complete this form and mail it with the transcript processing fee to the following address.

Knowledge Exchange  
63 Sickletown Road  
West Nyack, NY 10994  
USA

**STUDENT INFORMATION**

Full Name: \_\_\_\_\_ University: \_\_\_\_\_  
SS#: \_\_\_\_\_ Major: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ (m/d/y) Graduation: \_\_\_\_\_ (m/y)

**PROGRAM INFORMATION**

Location of your Program: \_\_\_\_\_  
Term of your Program:  Fall  Winter Quarter  Spring  Summer  Other \_\_\_\_\_  
Year of your Program: \_\_\_\_\_

**TRANSCRIPTS**

Indicate the number of transcripts below. The processing fee for each transcript is \$40 US. *(Note that requests for additional transcripts for the program in Kenya must be made directly to USIU.)*

\_\_\_\_ Number of transcripts

**MAILING ADDRESS**

Attention of: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
Address 3: \_\_\_\_\_  
State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_

**Comments**

Please write any special instructions or requests in this section.

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