



**Additional Transcript Request Form**

2005 West 14th Street, Suite 113  
 Tempe, Arizona 85281  
 Tel: (800) 266-4441  
 Fax: (480) 557-7926

If you have successfully completed your CEA program and would like to request additional transcripts, please fill out both pages of this form and return it to CEA with payment. If you have any questions about the transcript request process, please contact us by email at [Transcripts@GoWithCEA.com](mailto:Transcripts@GoWithCEA.com) or by phone at (800) 266-4441. Please note:

- **Transcripts from foreign universities can take up to 2-3 months to arrive in the U.S.**
- Transcripts from the University of New Haven can take up to 2-3 weeks to process.
- Please do not request additional transcripts or submit payment until your program has ended.
- Transcripts will not be released if your account has an outstanding balance.
- CEA must receive payment for additional transcripts before they can be mailed.

If you attended one of the following programs through CEA, please contact us before filling out this form. Requests for these locations must be made directly to the school:

- Australia (any)
- Cork, Ireland
- Galway, Ireland
- Italy (prior to Fall 2007)
- London, England
- American University of Paris
- CEA Global Campus in Paris, France (prior to Fall 2008)

**The fees for additional transcripts are as follows:**

Official foreign transcripts	\$25.00 per transcript
Official University of New Haven (Global Campus) transcripts	\$10.00 per transcript
Official hybrid program transcripts (i.e. attended a foreign university and a Global Campus)	\$25.00 per set
Unofficial transcripts	\$5.00 per copy

**STUDENT INFORMATION**

*This form must be completed by the student. Due to FERPA laws, only the student themselves can request their own academic records.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 (i.e. 04/08/1990)

Program: \_\_\_\_\_ Session: \_\_\_\_\_ Institution: \_\_\_\_\_  
 (City, Country) (i.e. Fall 2012) (Name of University)

**AUTHORIZATION**

I understand that by signing this form, I am authorizing CEA to mail my transcript(s) to the universities and/ or persons indicated on this form.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please complete both pages of this form.**

**ORDERING AND MAILING**

(If you have additional recipients, you may attach a blank sheet.)

**OFFICIAL** Transcripts (\$25.00 for each foreign transcript OR hybrid set, \$10.00 for UNH only)

Please send (enter #) \_\_\_\_\_ official transcript(s) to:  
(circle one): *Foreign* *Hybrid* *University of New Haven*

Name of College/University (if applicable): \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**UNOFFICIAL** Transcripts (\$5.00 each)

Please send (enter #) \_\_\_\_\_ copy/copies of transcript(s) to:

Name of College/University (if applicable): \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PAYMENT INFORMATION**

Total # of Official Foreign Transcripts or Hybrid Sets: \_\_\_\_\_ x \$25.00 \$\_\_\_\_\_.

Total # of Official UNH Transcripts: \_\_\_\_\_ x \$10.00 \$\_\_\_\_\_.

Total # of Unofficial Transcripts: \_\_\_\_\_ x \$5.00 \$\_\_\_\_\_.

Rush Fee (\$30 for each overnight mailing from CEA\*): \_\_\_\_\_ x \$30.00 \$\_\_\_\_\_.

\*does not include a rush from a foreign university

**TOTAL DUE** \$\_\_\_\_\_.

Payment Method:  Check  Money Order (payable to CEA Global Education)

Credit Card (circle one): Visa MC Disc AMEX

**CREDIT CARD INFORMATION**

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVN: \_\_\_\_\_ (3 digit number on back of the card, or AMEX 4 digit number on top right corner)

Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_