



International Education Evaluations

Request for Academic Records

Note to Applicant: Complete the top part of this form and submit it to the registrar/controller of examinations/other authorized official at your university and request that it be sent back to IEE. *Please note that some institutions may charge a fee for this service and the applicant will be responsible for additional charges.*

Last / Family Name		First / Given Name	
Previous Name (if applicable)		Date of Birth (dd/mm/yyyy)	
Institution Name		Dates Attended From: (mm/yyyy) To: (mm/yyyy)	
Degree Name (if applicable)	Year of Award (if applicable)	Major	
Student ID or Roll Number (if applicable)		Applicant's Email Address	

I hereby authorized the release of my academic records to International Education Evaluations/AMSiNFORM (partner with IEE).

Applicants Signature _____ **Date** _____

Note to Authorized Official: The above-named person seeks to have their credentials evaluated and requests that a transcript of their academic records/statement of marks - showing all subjects completed and all grades/marks awarded for all years of study - be released to **International Education Evaluations/AMSiNFORM**.

When returning directly to IEE this form and requested documents to IEE via email or physical mail (address listed below).

Name of Official Completing Form		Title	
Address		URL www.	
City	Country	Postal Code	
Telephone	Fax	Email	

Confirmation: I confirm that the student named above attended _____
Institution Name

Dates of Attendance: From _____ To: _____
Month/Year Month/Year

Degree Obtained (if applicable): _____ **Date Awarded:** _____

Authorized Signature and Seal **Date**

Please mail all correspondence to:
International Education Evaluations 7900
Matthews - Mint Hill Rd, Suite 1A
Charlotte, NC 28227-6566
USA

For electronic correspondence:
records@myiee.org

****Please return this form together with the official academic records/statement of marks****