



## REQUEST FOR ACADEMIC RECORDS

**Note to Applicant:** It is your responsibility to ask your university/institution to send your records to International Education Evaluations. Please complete the top part of this form and submit it to the registrar, controller of examinations or other authorized official at your university. Note that some universities may charge a fee for this service.

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 or Qualification Conferred <small>(if applicable)</small>	Year of Award <small>(if applicable)</small>		Major / Specialization
Student ID or Roll Number <small>(if applicable)</small>		Applicant's Email Address	

*I hereby authorize the release of my academic records to IEE or an IEE Verification Partner.*

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**Note to Authorized Official:** The above-named student seeks to have their credentials evaluated and requests that a transcript of their academic records/statement of marks - showing all subjects and all grades/marks awarded for all years of study - be released to IEE or an IEE approved verification agency. Please submit this form along with the student's official records either electronically (preferred) or via post (see address below).

Name of Official Completing Form		Title	
Email Address			
Name of Institution			URL [www.]
<i>Confirmation of Enrollment Dates</i>	Attended FROM (mm/yyyy)		TO (mm/yyyy)
	<i>Confirmation of Program Completion</i>		Award/Conferral Date
<i>Language of Instruction and Texts</i>		Title of Degree/Credential/Qualification	

\_\_\_\_\_  
**Authorized Official's Signature and Seal**

\_\_\_\_\_  
**Date**

*Please return this form with official academic records*

Submit electronically (preferred)  
[records@myiee.org](mailto:records@myiee.org)

Submit via post  
International Education Evaluations  
7900 Matthews Mint Hill Rd, Suite 1A  
Charlotte, NC 28227-6566, USA