



## Transcript Request Form

Upon completion of your CET program, an original transcript of your work is sent to CET's Washington, DC office and kept on file. CET uses the instructions you provided during the application process to send an *official* copy of your transcript to your home institution. All alumni are also automatically sent an *unofficial* copy of their transcript once it is available.

To request additional copies of your transcript, please fill out this form. Please note the charge of eight dollars (\$8.00) for each transcript requested. If you require that the transcript be sent out by 2nd-day express mail, there is an additional fee of twenty dollars (\$20.00) per package. Transcripts are processed in a timely manner, but please allow up to two weeks from the time we receive your transcript request for processing. Payments can be made via **credit card** by calling the main CET line at 800-225-4262. Optionally you can send a check to the mailing address below.

Finally, we would like to remind you this is a request for a transcript *only*. Credit for work completed on a CET program is awarded at the discretion of your home institution.

This form can be submitted via the following methods:

### Mail

CET Academic Programs  
1155 Connecticut Ave NW, Suite 300  
Washington DC 20036

### Email (preferred method)

applications@academic-travel.com

### Fax

202.349.0677

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Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_ Name while attending CET Program \_\_\_\_\_

Name of CET Program \_\_\_\_\_

Semester(s) enrolled (please include year) \_\_\_\_\_

Where should the transcripts be sent?

Address (include Full Name, Address, and Zip Code)

Official or Unofficial?

Special Instructions?

1. \_\_\_\_\_

Official

Unofficial

\_\_\_\_\_

\_\_\_\_\_



2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official

Unofficial

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Official

Unofficial

**If faxing or emailing this form, please note transcripts will not be sent until payment is received.**