CAMBRIDGE
International Examinations

Cambridge Examination Results Transcript Application Form

This form is for candidates who attended US High Schools

PLEASE READ THE INFORMATION BELOW BEFORE COMPLETING THIS FORM

- This form is valid for applications made by Cambridge candidates whose college or university requires an official confirmation from Cambridge to show the GCE AS & A Level grades they achieved in a particular exam series.
- To help ensure the timely delivery of your results to the requested institution, please submit this form by **15 April** of your senior year in high school or as soon as you have confirmed where you are attending or applying to transfer to
- Candidate identification must be in English and clearly show the candidate's name and date of birth.
- Once we receive a completed application form, we will let you know within three working days if we need additional information.
- We process applications in the order in which we receive them within a 28-day timeframe.

Cambridge produces results transcripts using the name given for the candidate at the time of the exam. We will consider requests for minor amendments if all of the following requirements are met:

a. The request is made clearly in an accompanying letter or email
b. The amendment can be verified against the candidate's identification.

Completing the form - Check you have completed the following steps:

1. Type or complete the form in BLOCK CAPITAL letters using black ink.

2. Submit a photocopy of relevant identification which shows your name and date of birth in English.

Acceptable forms of identification are any one of the following:

- A photocopy or scanned copy of your birth certificate
- A photocopy or scanned copy of the photo page of your passport
- A photocopy or scanned copy of your driver's license

Returning the form - You can return the form by email or post:

- By email: Return to info@cie.org.uk with '**Results Transcript Application'** in the subject line.

- By post: Results and Despatches US Trans
  Cambridge International Examinations
  DC10, Hill Farm Road
  Whittlesford, Cambridge CB22
  4FZ United Kingdom.

Candidate information

Current full name		Date of birth (MM/DD/YY)	
Full name at the time of the exam (if different than current name)			

Number or email address where you can be reached with questions if necessary:

Daytime telephone number (including area code)		Email address	

Examination details

Please provide as much information as possible to avoid delays in processing your application. Exams taken in the Spring are part of our June series and exams taken in the Fall are part of our November series. Please complete a row for each series for which you need a results transcript.

Example:

Exam series	*Examination*	*Center number*	*Candidate number*
JUNE 2015	*AICE Exams*	*US123*	*1234*

Exam series	*Examination*	*Center number*	*Candidate number*
June 2017		US213	
June 2016		US213	
June 2015		US213	
		US213	

We do not issue results transcripts for UNGRADED, NO RESULT, PENDING or TO BE ISSUED outcomes.

Delivery details
Please provide a contact name, university name, mailing and email address for each recipient of the results transcript

ADDRESS ONE

Name and job title of person receiving results transcript	
University name	
University mailing address of person receiving results transcript	Zip code
University email address	

ADDRESS TWO (for university transfer students only)

Name and job title of person receiving results transcript	
University name	
University mailing address of person receiving results transcript	Zip code
University email address	

For transfer students, if copies are to be sent to more than one address please write them on an additional piece of paper and attach to this form.

The data that you give us, along with data we hold about your grades, will be used to create the results transcript. We will then send the results transcript to the university or universities detailed above for the purpose of your matriculation to those universities. We will store the data and may circulate it internally as part of our administrative processes.

In accordance with the UK Data Protection Act 1998, we are required to tell you that, by responding to your request, we will be sending your personal data (as defined in the act) from the United Kingdom to the United States as described above, and therefore transferring your data outside of the European Economic Area. By making this application for a results transcript, you confirm that you consent to this transfer of your personal data outside of the European Economic Area.

If you have any queries about our use of your personal data, please email info@cie.org.uk or call 011 44 1223 553554.

Signature of Applicant (or Guardian if candidate is under the age of 18)	
Date (MM/DD/YY)	

If you submit this form electronically please tick the check box as an alternative to signing the form. ☐

For internal use only	
Reference number	
Country code	