

## Cambridge Examination Results Transcript Request Form

**This form is for candidates from the US only, who have an accepted place at university**

**Please read the information below before completing this form**

- This form is valid for applications made for Cambridge candidates who require an official confirmation from Cambridge to show the Cambridge International AS & A Level grades they achieved in a particular exam series.
- Applications are processed in order of receipt within a 28-day time-frame.
- Your application will either be accepted or queried within three working days of receipt.
- You can only apply for a results transcript once you have been accepted by a university.
- Candidate identification must be in English and clearly show the candidate's name and date of birth.
- We produce results transcript data using the name given for the candidate at the time of their exam. We will consider requests for minor amendments if all of the following requirements are met:
  - The request is made clearly in an accompanying letter or email.
  - The request is being made within 18 months of receipt of the original certificate.
  - The amendment can be verified against the candidate's identification.

**Completing the form** – Check you have completed the following steps:

1. Fill out 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:**

- a photocopy or scanned copy of your birth certificate
- a photocopy or scanned copy of the appropriate pages 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](mailto:info@cie.org.uk). Add: '**Results Transcript Application**' in the subject field.
- By post: Results Transcript Administrator, Results and Despatches, Cambridge International Examinations, Cambridge Assessment DC10, Hill Farm Road, Whittlesford, Cambridge, CB22 4FZ, United Kingdom.

### Candidate information

<b>Current full name</b> (including title)	<input type="text"/>	<b>Date of birth</b> (DD/MM/YY)	<input type="text"/>
<b>Full name at the time of the exam</b>	<input type="text"/>		
<b>Current address</b> (including zip code)	<input type="text"/>		
<b>Daytime telephone number</b>	<input type="text"/>	<b>Email address</b>	<input type="text"/>

**Examination details**

Please provide as much information as possible to avoid delays in processing your application. Please complete a row for each series being requested:

**Example:**

Exam series e.g. June 2014	Examination e.g. Cambridge GCE AS and A Level	Centre number	Candidate number	Centre name and address
JUNE 2014	GCE AS & A Level	US123	1234	The Cambridge School 1 Cambridge Road, Cambridge, USA

Exam series e.g. June 2014	Examination e.g. Cambridge GCE AS and A Level	Centre number	Candidate number	Centre name and address

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

**Delivery details**

Please provide a contact name, mailing address and telephone number for each recipient of the results transcript.

**Address 1**

Name and job title of person receiving results transcript:

University name:

University mailing address of person receiving results transcript:

University email address:

**Address 2 (for transfer students only)**

Name and job title of person receiving results transcript:

University name:

University mailing address of person receiving results transcript:

University email address:

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 whose details you have provided us with. We will not send the results transcript to any other university or third party, although we will store the data and may circulate it internally as part of our administration processes.

In accordance with data protection regulations in the United Kingdom and European Union, we are required to tell you that, by sending your personal data from the United Kingdom to the United States as described above, we will be transferring it 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 contact Cambridge International Examinations, 1 Hills Road, Cambridge, CB1 2EU, United Kingdom (telephone: +44 1223 553554 or email: [info@cie.org.uk](mailto:info@cie.org.uk))

**Signature of applicant:**


**Date:**

For internal use only	
Reference number	<input type="text"/>
Country code	<input type="text"/>