



TRANSCRIPT REQUEST FORM

BRAZILIAN TRANSCRIPT

AMERICAN TRANSCRIPT

Today's Date / Data do dia: _____ / _____ / _____

BEFORE A TRANSCRIPT IS RELEASED, PLEASE DO ALL OF THE FOLLOWING:

- 1. Please read and complete all information requested.
2. Please print legibly and sign form. We can release transcripts only per students' request and signature.
3. You can receive up to two transcripts for free. Additional transcripts are a R\$20,00 fee per transcript and must accompany this request
4. Overseas/Overnight US shipping requires additional fees and must accompany request also. Charges will be only what RIS pays for shipping.
5. Submit transcript request forms by person, email or postal mail. We CANNOT accept telephone requests.

Official Transcripts from either the Brazilian or American part of Rio International School or documents from both may take up to 45 days to create.

STUDENT'S NAME AND INFORMATION

First: _____ Middle: _____

Last: _____ Maiden: _____

Current Address: _____

City: _____ State: _____ Postal Code: _____

Country: _____ Phone: (Required) _____

Email: (Required) _____

Dates Attended RIS: From _____ To _____ Year of Graduation: _____

Student's Signature: _____ Date (mm/dd/yyyy) _____

TYPES OF TRANSCRIPTS ISSUED

- 1. Official Transcript: Mailed directly to an educational institution, a potential employer, or a scholarship agency.
2. Official - Issued to Student Transcript: Student and/or Parents may pick up in person and hand deliver in a sealed envelope and to be opened by the authorized personnel only. Please Note: Some colleges will not accept hand-delivered, sealed transcripts.
3. Unofficial Transcript: Released directly to the student for personal use. For purposes of acceptance by educational institutions, this transcript is not considered.

IN A HURRY? If you need your transcripts sent overnight for next day delivery, follow these instructions

- 1. Make sure that the address provided is a physical address. Overnight delivery services cannot send to a P.O. Box. Include a phone number for where the transcript is being sent (required).
2. Remember that extra charges will be incurred. Those changes will be determined once sent overnight. Please ensure credit card information is available to cover those costs.

Check one: Official Official Issued to Student Unofficial
 Transcript Recipient: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Phone: _____ Email: _____

Check for overnight shipping: (All shipping costs will be charged to credit card)

Check one: Official Official Issued to Student Unofficial
 Transcript Recipient: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Phone: _____ Email: _____

Check for overnight shipping: (All shipping costs will be charged to credit card)

Check one: Official Official Issued to Student Unofficial
 Transcript Recipient: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Phone: _____ Email: _____

Check for overnight shipping: (All shipping costs will be charged to credit card)

Credit Card Information



Credit Card Type: _____

Card Number: _____

Expiration Date mm/yyyy _____

Card Holders Signature: _____

FOR OFFICE USE ONLY

By initialing below you confirm that the Student(s)/Family are cleared of all responsibilities in the following:

Tuition	Library	Textbooks	Other



RIO INTERNATIONAL SCHOOL

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