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**IB DIPLOMA PROGRAMME “Request for services”**

**TRANSCRIPT OF RESULTS**

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| LAST NAME | First Name | Middle Name |

**REQUEST:** Students who require that an official transcript of their final IB exam scores be sent from the IBO directly to a university must submit this form to the IB DP Coordinator. It is the responsibility of the student to inquire with the university(ies) to which he/she is applying to see if they require an official IB transcript.

No more than six institutions worldwide (only one of which can be in the USA and one in Canada) can be selected on the request form, regardless of whether the results are sent in electronic or paper format. An admissions centre counts as one request.

If an admissions centre is processing a candidate’s university application, complete one request only for the admissions centre; do not submit a request for each university. For example, if a candidate is applying to several universities in the United Kingdom, only one request to the Universities and Colleges Admissions Service (UCAS) is required. When submitting a request for UCAS, please ensure that you include the ten-digit application number. This is mandatory for requests for UCAS.

**DEADLINE: The deadline for submission of this form to the Diploma Programme Coordinator is April 15th of the Diploma session year** (generally 12th grade). That ISG deadline is for transcripts being sent to universities in any country. Results will be issued directly to the institution in electronic or paper format (a transcript) in July (May Session) or January (November Session).

**FEES:** This is a free service, but the IB does impose fees for additional and/or late requests.

**ADDITIONAL OR LATE REQUESTS:** After the issue of results, students may contact the IB directly regarding transcripts. The appropriate form can be found at <https://candidates.ibo.org>; follow the instructions at “transcripts.”

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| Full name of Institute and Country | Student ID | Course Reference | For the attention of |
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*Our signatures below confirm our request for the “transcripts of results” indicated above:*

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| --- | --- |
| Candidate signature and date: |  |
| Parent signature and date: |  |