

Rush Transcript Request Form



Submit this completed form to IFSA-Butler's resident office in your host country prior to your departure back to the U.S. Rushed transcript requests will not be processed if requested after your departure from the host country.

Your Information

Name:

Home University:

Scottish University:

From the end of the programme I may be contacted at:

Rush Transcript Request

I expect to graduate on DD/MM/YY:

I would like my transcript to arrive at my home school on or before DD/MM/YY:

Please list your reason(s) for requesting a rush transcript. Note: We will not place a rush on your transcript unless you have a valid reason.

If your rush request is related to a request or requirement of your home institution, please include the name and telephone number of the contact person at your home institution:

Name:

Telephone number:

Request Checklist

Use this checklist to be sure that you have informed the necessary people:

- Your course professor(s) at your host university
- Your department head at your host university
- The international office at your host university

Please Note: This is a request for a rush transcript only and not a guarantee that your transcript can be produced by a specified time. IFSA-Butler can rush your transcript only once it has been received from your host university. A rush request does not mean that the host university will rush your transcript to IFSA-Butler.

Your transcript will be held if your student account is not settled, i.e., if there are damages reported by the host university or if you have any outstanding fines. Please ensure that none of these conditions pertains to you. The Institute for Study Abroad reserves the right to withhold any transcripts where an account balance exists or where a student has left debts to be paid by IFSA-Butler.

Student Signature*:

Date:

** Please note that by typing your name you are providing an electronic signature. If your information is sent to the Scotland office electronically, you are certifying that you are the student submitting the information. An e-mail will be sent to your e-mail address on file notifying you of its receipt.*