



THE PRIMACY COLLEGIATE ACADEMY

No. 99 MeiDe Road, Shihlin District, Taipei City, 111, Taiwan

Phone: 02-8866-4000 Fax: 02-8866-4001

www.tpca.tp.edu.tw

OFFICIAL TRANSCRIPT REQUEST

■ Personal Information

Student's Name: _____

Student's ID# _____

If you own 2 or more nationalities, which NATIONALITY do you want to show up on your transcript? _____

■ School Information (Primacy will send your transcript to the following school)

School	Address	Contact	Telephone

Primacy will mail each official transcript in a sealed envelope directly to the school. **NO Exceptions!**

Please select **ONE** way to mail your transcript: (Primacy will mail the transcript by REGISTERED POST if you select none.)

___ Registered Post (more than 7-10 days, **NT\$93** if within 20g; any additional steps of 10 g, the post office will charge extra NT\$13. Example: Letter weight of 35g = NT\$119)

___ EMS (around 5 days, **NT\$390.**)

___ UPS (around 3 days, **NT\$1000.**)

SHIPPING FEES ABOVE ARE STANDARD RATES FOR U.S. AND CANADA. ADDITIONAL CHARGES APPLY FOR OVERWEIGHT PACKAGES

- It takes 3 work days to create and mail your transcript after you apply for its.
- Primacy will issue the first five transcripts free. A fee of NT\$150. Will be charged for each additional transcript.
- Please print CLEARLY or create another document with the school information, and fax with this form, to Primacy.

Signature of Parents or Student _____

Apply Date _____