

Official Transcript / Documents Request Form



The Primacy Collegiate Academy

*Empowering and motivating students to develop wisdom,
live healthfully, care for others and know God.*

No. 99 Meide Road
Shilin District, Taipei Taiwan
www.tpca.tp.edu.tw

Personal Information

Student's Legal Name (Use the name that will be on your diploma verified by your passport): _____ Student's ID# _____

I am requesting:

_____ **Official Transcripts-** Official Transcripts will only be delivered directly to your school-

- Please confirm with your school how they wish to receive transcripts as each school is different. Many schools do not accept e-mailed transcripts.
- All outstanding bills must be paid in full before transcripts will be released
- **All transcript processing charges are included within your tuition.** [Students grandfathered in the older tuition plan must pay 150 NT transcript processing fee for each transcript after 5]

_____ **For Other Official Documents, please list here:** _____

- Other official documents such as Certificate of Graduation, Certificate of Expected Graduation, Community Service Record, Student Recognition, Recommendation Letters and so on
- For Purposes of College Applications

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

- Complete for each Official Transcript Requesting:
- Please print CLEARLY or create another document with the school information, and fax with this form, to Primacy.
- All postage due to deliver a transcript will be the responsibility of the student. (E-mail and some e-verify services have no postage fees). Shipping Fees stated here are standard rates for US and Canada. Additional charges may apply for overweight packages or other locations. All physical mailing of transcripts will be through registered mail.

School OR College name	Application No. OR Student ID No.	Mailing Address to send Transcript (fee required) OR E-mail Address (free)	School Contact OR E-mail consignee	School Contact Phone number AND School Receiving Deadline	EMS (around 5 Days) Around NT\$ 900	UPS (around 3 Days) Around NT\$ 1,500	Common Application: Free	Coalition Application : Free	Parchment e-verify service (extra fees paid directly to service)	Send other e-verify option: fees vary

※ Add additional Schools on the backside of this form Comments or Notes: ※

Signature of Parent _____ Signature of Student _____ Date of Application _____

OFFICIAL USE ONLY:

Tuition and Bills Paid	Count of Official Transcript Requests	Count of Unofficial Transcript Requests	Transcript Fees Paid

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