



**Ecole Internationale PACA à Manosque
Orientation Post Bac – College Counseling
Transcript documents request form**

*For office use only
Date submitted:
Date completed:*

College/University, Country :

Name :

Date of birth:

Place of Birth:

Date documents needed :

Email :

Intended course of study:

Number of copies of original documents requested:

Students must complete this form for **EACH** transcript request. Please **PRINT** clearly and return this form to Mrs Palmer at least four weeks before the application deadline.

Requests for transcripts and documents with January and February deadlines must be turned in no later than November 18th, 2022 and 24th March for any later deadlines.

- Official transcripts **MUST** be sent directly by EIPACA to the recipient
- Unofficial transcripts may be given directly to students.

In order to prepare the documents, please provide the following information:

Number of years required for transcript (typically 3 or 4):

Date of entry to EIPACA and class:

Date of start of primary school:

Date of end of primary school:

Date of start of middle school:

Date of end of middle school:

Date of start of high school:

Date of end of high school:

Along with my transcript, please prepare the following (place a \sqrt to the left of the information)

- Certified Copy of IGCSE certificate (please provide) School profile
- Baccalaureate predicted scores Counselor recommendation
- Certified copies of other certificates (please provide) English language proficiency
- Certificate of work experience (please provide information and dates)
- Community service - volunteering (please provide dates and information)
- Recommendation 1: _____ / _____
Teacher name Date requested
- Recommendation 2: _____ / _____
Teacher name Date requested
- School attendance certificate
- Covid-19 impact on schooling
- Assessment in European Schools