



TRANSCRIPTS

API seeks to work with fully accredited foreign host institutions and universities abroad; in certain sites, transcripts are issued by a U.S. school of record. All students who successfully complete an API program will receive an official transcript from either the host institution abroad or the U.S. school of record. In the majority of cases, this official copy is sent directly to the student's home university at the student's request.

PROCESS

All students receive a Transcript Request Form (API Form 3) in their acceptance packet. By completing the Form 3, students authorize API to forward the official transcript to a specific official/office at the student's home university.

Upon completion of the academic session, the API office receives an official copy of our students' transcripts from the foreign host institution. We, in turn, forward the transcript to the college or university representative whom the student designated prior to her/his departure. This process can take as long as 8-10 weeks to be completed. All official transcripts are accompanied by a cover letter explaining relevant course and credit conversion suggestions and an API translated transcript when necessary (samples available upon request). Though not an official document, the API translation provides our recommendations for the number of American credit hours and grades that could be assigned for each of the courses completed abroad. We recognize that each university has its own standards and methods for translating foreign credits, so we leave it to your discretion to use our recommendations or translate credit and grades per your internal system.

SCHOOLS OF RECORD

In some cases, the official transcript is not processed and translated by API. Select programs have a U.S. university which serves as the school of record and issues the transcript. Programs that have a school of record are listed below, along with the college that issues the transcript on behalf of the API student:

- The Lorenzo de' Medici School (Florence, Rome, Tuscania) – transcript issued by Marist College (NY)
- Suffolk University in Madrid, Spain – transcript issued by Suffolk University (MA)
- The Instituto San Joaquín de Flores in Costa Rica – transcript issued by Fairfield University (CT)
- The Mediterranean Center for Arts & Sciences in Syracuse, Italy – transcript issued by Fairfield University (CT)
- The Université de Paris – Sorbonne, Université de Paris – Dauphine, and Université de Paris – Diderot in Paris, France – transcript issued by the University of Massachusetts, Amherst (MA)

ADDITIONAL TRANSCRIPT REQUESTS

Some students will have access to their grades and academic records via an electronic system (e.g., all Lorenzo de' Medici sites). Excluding programs for which a transcript is issued by Fairfield University, the University of Massachusetts or Suffolk University, all API students receive a copy of the official transcript sent to the address specified on the Transcript Request Form.

Should a student require additional, official copies of their study abroad transcript, they may submit a Transcript Request Form. Students are encouraged to visit the API website at http://www.academicintl.com/students_pages.php?page_id=33&page_content_id=118&page_image_id=89§ion_id=2 for specific information about ordering additional copies of their transcript. Charges for additional copies of the transcript vary based on the number of transcripts/addressees, and the type of service requested (expedited, standard, etc).

For further inquiries, please contact our Transcript Coordinator at 800-844-4124.