

IMPORTANT INFORMATION ABOUT OBTAINING OFFICIAL ABROAD TRANSCRIPTS

After your study abroad experience is over, perhaps even years down the road, you may discover that you need an official copy of your study abroad transcript. They are often required for applications to graduate school, medical school, law school, MBA programs – even jobs and internships.

WHAT TO REMEMBER

- The University of Richmond **cannot issue** official transcripts on behalf of your study abroad institution.
- Your study abroad **grades will not appear** on your official UR transcript – only your credits transferred from abroad.
- International Education (IE) receives one official abroad transcript* for each study abroad student, which is then kept by the Registrar for your UR academic record. ***See the “No matter what” note below for important information about this.**
- **Only you** can request additional copies of your official abroad transcript from your study abroad institution for personal use. IE **cannot** do this for you.
- Once a transcript (UR or abroad) is opened from a sealed envelope, **it is no longer “official.”**
- When **multiple official abroad transcripts** for the same student are received by IE from the abroad institution, one will be sent to the UR Registrar’s office for your UR academic record. The rest will be stamped “Unofficial Transcript” per University regulations.
 - **The only exception** is if the abroad institution seals each transcript in an individual envelope clearly indicating on the outside that an official transcript is enclosed and the student’s name. **In IE’s experience this is an extremely rare occurrence.** Instead, IE must open the envelope to see what’s inside – and once that happens, the official transcript instantly becomes unofficial.
- IE can release an **unofficial** abroad transcript to you (and only you) dated within the past five (5) years, but only with signed, written authorization. **Note that most graduate schools will not accept unofficial transcripts.** Please visit <http://studyabroad.richmond.edu/?go=UnofficialTranscriptReleaseForm> for instructions.

WHAT YOU SHOULD DO WHILE STILL ABROAD

- If you think there’s even the slightest chance that you might need official copies of your abroad transcript someday, **learn the process for requesting them while you’re still abroad.** Searching “transcript request” (in the local language, as necessary) on the institution’s website will usually be enough to locate this information.
- **Don’t lose your abroad institution Student ID number!** Keep a record of the student ID number you were assigned by your abroad institution (if applicable). Often that number is required to request official transcripts.
- **No matter what**, you **must** ask the international office at your study abroad institution to mail one (1) official transcript to IE. **Some institutions require you to sign a release form** (just like the UR registrar does) before they can issue your official transcript. Also **pay any outstanding balances due** to the abroad institution, to ensure your transcript will be issued promptly. **Be sure you do this before you leave!**

WHAT YOU SHOULD DO AT ANY POINT

- **Important:** Request that additional transcripts for your own personal use be mailed to your permanent home address – **not to International Education or the UR Registrar!**
- **Very Important:** Advise your parents, relatives or friends **not to open** the envelopes containing your abroad transcripts! This instantly makes them unofficial. The same goes for you – **don’t open them!**
- Be sure your grades are **finalized** before requesting your official abroad transcript for personal use. This means you may need to wait until you’re home to order them from your study abroad institution.
- Some institutions **may charge you** for additional copies of your official transcript, and possibly for shipping them as well. IE does not reimburse these expenses.