



The Primacy Collegiate Academy

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

No. 99, Meide Street
Shilin District, Taipei, Taiwan
primacy.org.tw

Quality. Christian. Education.

OFFICIAL DOCUMENT REQUEST FORM

PLEASE ALLOW 3-5 DAYS TO PROCESS YOUR REQUEST

PERSONAL INFORMATION

Student's Legal Name (Use the name on diploma & verified by your passport)

Legal Name:

Student ID#

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

Unofficial Transcripts

For other official documents, please list here: _____

- Other official documents such as Certification of Graduation, Certification of Expected Graduation, Community Service Record, Student Recognition, Recommendation Letters, and so on.

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

- 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. The first five transcript requests are free of charge, but each additional request will cost 150NTD each.

School or College Name:

Application # or Student ID#:

- Mail Transcript (Fee Required)

- E-mail Transcript (Free)

Mailing Address:

Contact Person:

City / Province:

Contact Email:

Zip Code:

Country:

Shipping Preference:

Submission Deadline:

Registered

EMS (~5 days)

UPS (~3 days)

NTD\$100~NTD\$200

NTD\$300~\$900

~NTD\$1900

Common or Coalition Application

Parchment e-verify service

Other

Free

Fees paid directly to Parchment

Fees can vary

Signature of Parent:

Signature of Student:

Date:

OFFICIAL USE ONLY:

Tuition and Bills Paid

Number of Official Transcript Requests

Number of Unofficial Transcript Requests

Transcript Fees Paid

Date Completed:

ADDITIONAL SCHOOLS

| | | | |
|---|---|--|--|
| School or College Name: | | Application # or Student ID#: | |
| <input type="checkbox"/> - Mail Transcript (Fee Required) | | <input type="checkbox"/> - E-mail Transcript (Free) | |
| Mailing Address: | | Contact Person: | |
| City / Province: | | Contact Email: | |
| Zip Code: | | Country: | |
| Shipping Preference: | | Submission Deadline: | |
| Registered NTD\$100~NTD\$200 <input type="checkbox"/> | EMS (~5 days) NTD\$300~\$900 <input type="checkbox"/> | UPS (~3 days) ~NTD\$1900 <input type="checkbox"/> | |
| Common or Coalition Application Free <input type="checkbox"/> | Parchment e-verify service Fees paid directly to Parchment <input type="checkbox"/> | Other Fees can vary <input type="checkbox"/> | |

| | | | |
|---|---|--|--|
| School or College Name: | | Application # or Student ID#: | |
| <input type="checkbox"/> - Mail Transcript (Fee Required) | | <input type="checkbox"/> - E-mail Transcript (Free) | |
| Mailing Address: | | Contact Person: | |
| City / Province: | | Contact Email: | |
| Zip Code: | | Country: | |
| Shipping Preference: | | Submission Deadline: | |
| Registered NTD\$100~NTD\$200 <input type="checkbox"/> | EMS (~5 days) NTD\$300~\$900 <input type="checkbox"/> | UPS (~3 days) ~NTD\$1900 <input type="checkbox"/> | |
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| Mailing Address: | | Contact Person: | |
| City / Province: | | Contact Email: | |
| Zip Code: | | Country: | |
| Shipping Preference: | | Submission Deadline: | |
| Registered NTD\$100~NTD\$200 <input type="checkbox"/> | EMS (~5 days) NTD\$300~\$900 <input type="checkbox"/> | UPS (~3 days) ~NTD\$1900 <input type="checkbox"/> | |
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