



## Procedures for Transcript Request

The senior school counseling department generates transcripts upon request, in order to assist students with university applications or to provide official record for transfer purposes. Please refer to the following procedures if you need a transcript.

### For students currently enrolled at SSIS:

1. Please request transcripts from your counselor at least TWO WEEKS in advance.
2. Please specify purpose of your request, grade level(s) you wish to be included in the transcript, and--
  - a) School links if your transcripts need to be uploaded electronically;
  - b) Number of copies if you are sending transcripts by mail.
3. We recommend that transcripts be sent from SSIS to other institutions electronically whenever possible. If transcripts are sent by mail, students/parents will bear the cost.

### For students no longer enrolled at SSIS:

1. Please send your request via email at [counselling@sis.asia](mailto:counselling@sis.asia).
2. Please specify the official name of the student, purpose of your request, grade level(s) you wish to be included in the transcript, and—
  - a) School link if your transcript needs to be uploaded electronically;
  - b) Courier address if you need hard copies sent to you;
  - c) If you will pick up the transcript by yourself.

If you request transcript sent to you by mail, SSIS will collect the mailing cost prior to sending out the transcript. An email will be sent to you once the amount of mailing cost is determined, along with the acceptable payment methods. Transcripts will be mailed upon receipt of your payment.

3. All transcript requests will be processed within FIVE BUSINESS DAYS from time of request.