

Dear Mexican Students and Host Parents,

As the end of your program approaches, you must start the process to get your grades convalidated. **THIS IS VERY IMPORTANT** as this is the only way to receive credit for your year in the US.

This packet contains all the information necessary to complete the convalidation process. Since this process will have to be completed after you return home, ask your Host Family or Area Representative for help.

Start the process by following the steps below:

- 1- Fill out the form entitled “Request for an Official Transcript” and submit it to your guidance counselor. Please be sure that the school is aware of the specific requirements for the documents needed, most importantly that all be signed and stamped by a public notary.
- 2- Contact the Secretary of State office for your state using the list enclosed in this packet to verify its mailing address and the cost for obtaining the Apostille. You should also inquire if certification of the notary’s signature by the county clerk is necessary. Several states (KY, MD, NY, NC, OH, TN) have this requirement. If so, you will need to mail the notarized documents to the county clerk’s office first.
- 3- Purchase a United States Postal Service money order for the correct amount made payable to the Secretary of State.
- 4- Fill out the form entitled “Request for the Apostille” and leave it with your host family. This form will need to be sent to the Secretary of State along with your official transcripts.
- 5- Include a self-addressed stamped envelope, addressed to:
ASA International
119 Cooper Street
Babylon, NY 11702
- 6- Once the above steps have been completed, your transcripts need to be sent to the Secretary of State by certified return, receipt requested mail.

Send the below items to the Secretary of State via return receipt requested:

- The form titled “Request for the Apostille.”
- Your official school transcripts, which should include the following information:
 - Dates of attendance
 - Grade Level
 - Lists of subjects taken with final grades
 - Signature of principal or registrar, which needs to be notarized!!
 - Raised official school seal (if school does not have raised seal, a letter stating this from the school must be included).
- A letter on official school stationery, signed by the principal or registrar, stating that you have completed the requirements for the school year and earned a diploma if applicable.
- A money order in the correct amount, made payable to the Secretary of State.
- A stamped, return envelope addressed to ASA International, 119 Cooper Street, Babylon NY 11702.

This process may take up to several weeks. Once your convalidated papers come back from the consulate to the ASA International national office, they will be forwarded to your international representative.

If you have any questions, feel free to contact this office or your area representative.



REQUEST FOR AN OFFICAL TRANSCRIPT

Dear Guidance Counselor,

As this is the end of my program, it is time for me to begin the process of convalidation for my grades. This is very important to me because it is the only way for me to receive credit in my native country for my US classes.

The official school transcript must include the following information:

- Dates of attendance
- Grade Level
- Lists of subjects taken with final grades
- Signature of principal or registrar, which needs to be *notarized*
- Raised official school seal (if school does not have raised seal, a letter stating this from the school must be included).

I would also request a separate letter, on official school stationery, signed by the principal or registrar and stating that I have completed the requirements for the school year (and earned a diploma if applicable).

As I will have returned home by the time these documents have been completed, I would ask that the information be forwarded to my Host Family. I have provided their address at the bottom of this letter.

Thank you very much for your attention to this matter. If you have any questions regarding this request please feel free to contact the ASA International National Office at 800-766-4656.

With best wishes,

Signature of Student

Student Name: _____

Host Family Address: _____



119 Cooper Street
Babylon, NY 11702
www.asainternational.com
800-766-4656

Date: _____

REQUEST FOR THE APOSTILLE

Dear Secretary of State,

I am a foreign exchange student from Mexico who recently completed my academic program in the United States. In order to obtain credit in my home country, I must have an official school transcript that has been granted an Apostille from the office of the Secretary of State.

Please find the notarized document enclosed which requires the Apostille. As I will have returned home by the time my transcript is issued, please return it to my sponsor organization, ASA International, using the included stamped, return envelope.

Thank you for your assistance in this matter. Your help is greatly appreciated.

With best wishes,

(name of student)

(signature of student)

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