

# IAU | MIGRATION CERTIFICATE REQUEST

**INSTRUCTIONS:** To request a Migration Certificate, please complete this form as a PDF. There is a \$10.00 processing fee for each Migration Certificate. \*International shipping fee varies from country to country. Please contact Office of the Registrar at [registrar@iau.la](mailto:registrar@iau.la) for international shipping fee.

**FOR STUDENTS REQUESTING:** Please fill it out, print, sign, and date. Submit this form, processing fee, and all other supporting documents to [registrar@iau.la](mailto:registrar@iau.la)

**FOR THIRD PARTIES:** Please have the student fill out the form to verify that they consent to your party requesting a Migration Certificate. Once the student has filled out the form and signed consenting the release, please sign, and submit this form, processing fee or receipt of processing fee, and all other supporting documents to [registrar@iau.la](mailto:registrar@iau.la)

## PART 1) STUDENT INFORMATION

**LEGAL NAME:** \_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME

**TELEPHONE #1:** \_\_\_\_\_ **\*EMAIL:** \_\_\_\_\_ **STUDENT ID NUMBER:** \_\_\_\_\_  
MAIN @XXX.com

**DOB:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_ **SEVIS ID NO (IF APPLICABLE):** \_\_\_\_\_

## PART 2) RECEIVING PARTY INFORMATION

**COMPANY/PARTY REQUESTING:** \_\_\_\_\_  
FIRST NAME LAST NAME TITLE - COMPANY NAME

**\*MAILING ADDRESS:** \_\_\_\_\_  
STREET APT/SUITE # CITY

STATE COUNTRY POSTAL CODE

**TELEPHONE #1:** \_\_\_\_\_ **\*EMAIL:** \_\_\_\_\_  
MAIN @XXX.com

## PART 3) ORDER DETAILS

Description	Amount
<input type="radio"/> I am requesting a transcript to be mailed via USPS in U.S. without tracking	Quantity <input type="text"/> X \$10.00 / each = <input type="text"/>
<input type="radio"/> I am requesting a transcript to be mailed via USPS in U.S. with tracking	Quantity <input type="text"/> X \$10.00 / each = <input type="text"/>
<input type="radio"/> I am requesting a transcript to be mailed via UPS outside U.S. with tracking*	Quantity <input type="text"/> Varies <input type="text"/>
<b>Total Number of transcript Requested:</b>	Quantity <input type="text"/> <b>TOTAL DUE</b> <input type="text"/>

## PART 4) CONSENT (STUDENT TO COMPLETE)

I, am requesting International American University to generate a Migration Certificate for my use. I consent to the release of the certificate and any other information to the party listed in Part 2 of this request form. I hereby release the company, its divisions, affiliates, and associates, and anyone acting on their behalf from any and all claims or liabilities of any nature arising from or related to the preparation of the information contained in the Migration Certificate, and the disclosure of such information for company intended purposes.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RECEIVING PARTY SIGNATURE

\_\_\_\_\_  
DATE