



*Dear Italian 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 academic study in the US.

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

**Tasks to do first:**

1. Discuss with your International Agent where the convalidated documents should be sent - to you or to the International Agent's office.
- 1- Contact the **Secretary of State** office for your state, using the list included in this packet, to verify their 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 have this requirement. If so, you will need to mail the notarized documents to the county clerk's office first.
2. Purchase a money order in the amount the Apostille will cost. Make your money order payable to the Secretary of State.
3. Fill out the form titled "Request for the Apostille" and leave it with your host family along with the envelope addressed to the Secretary of State and a stamped envelope addressed to either your host family. The form will need to be sent to the Secretary of State along with your official transcripts.
4. Contact your local state **Consulate**, using the consulate list included in this packet, to verify their mailing address and the cost of the convalidation service.
5. Purchase a money order in the amount the convalidation will cost. Make your money order payable to the Italian Consulate of your state.
6. Fill out the form titled "Request for Convalidation of documents" and leave it with your host family along with the envelope addressed to the Consulate and a stamped envelope addressed to either you or your International Agent. The form will need to be sent to the Italian Consulate along with your official transcripts.

**Start the process by following the steps below:**

Ask your Guidance Counselor, using the enclosed form titled "Request for an official transcript," for your official transcripts and diploma (if received). Ask your guidance counselor to read through the letter, as there are important requirements needed on the transcript.

- 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.
- The Guidance Counselor is to send the transcript and letter to your Host Family, as noted on the "Request for an Official Transcript" form.

**Ask your Host Family to continue the process by sending the below items to the Secretary of State of your state :**

Once the above steps have been completed, your transcripts need to be sent to the Secretary of State of your state by Certified Mail - Return Receipt Requested. Leave five dollars with your Host Family for this. The envelope to the Secretary of State must include:

- ☐ The form titled "Request for the Apostille"
- ☐ Your official school transcript as detailed above
- ☐ A letter on official school stationery, as detailed above

- ☐ A money order in the correct amount, made payable to the Secretary of State
- ☐ A stamped envelope addressed to your host parents

**Once the documents are returned from the Secretary of State, please ask your host family to continue the process by following the steps below:**

1. Send the form entitled "Request for Convalidation of Documents" along with the transcript of your grades, the school letter detailed above, and the Apostille from the Secretary of State to the Italian Consulate of your state.
2. It is vital that there is also a copy of your transcript which has been translated into Italian. It is vital that you prepare this before your departure or the Consulate will not proceed with convalidation.
3. Include a stamped, return envelope addressed to either you or your International Agent.
4. Include the money order in the correct amount made payable to the Italian Consulate.
5. Once the above steps have been completed, the envelope needs to be sent to the Italian Consulate by certified, return receipt requested mail.

If you have any questions please call the ISE national office or your Area Representative.

Sincerely,



### 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, 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 ISE National office at 800-766-4656.

With best wishes,

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Signature of Student

Student Name: \_\_\_\_\_

Host Family Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Date: \_\_\_\_\_

#### REQUEST FOR THE APOSTILLE

Dear Secretary of State,

I am a foreign exchange student from Italy 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 host family, using the included stamped, return envelope.

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

With best wishes,

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(name of student)

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(signature of student)



119 Cooper Street  
Babylon, NY 11702  
www.iseusa.com  
1-800-766-4656

### **REQUEST FOR CONVALIDATION OF DOCUMENTS**

Dear Italian Consular Official:

I recently completed my academic program in the United States. I have enclosed an official transcript from my high school with the Apostille, which requires convalidation. Please return this document to me or my International Agent in the stamped, return addressed envelope, which I have included. Thank you for your assistance in this matter.

Sincerely,

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(Name of student)

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(Signature of student)

## ITALIAN CONSULATES

### Boston Consulate General

100, Boylston Street - Suite 900  
Boston MA 02116  
Tel. (617) 542-0483  
Telefax (617) 542-3998

### Chicago - Consulate General

500 North Michigan Avenue -Suite 1850  
Chicago, Illinois 60611  
Tel. (312) 467-1550  
Telefax (312) 467-1335

### Detroit - Consulate

535 Griswold - 1840 Buhl Bldg.  
Detroit - MI 48226  
Tel. (313) 963-8560  
Telefax (313) 963-8180

### Houston - Consulate General

1300 Post Oak Boulevard -Suite 660  
Houston - Texas 77056  
Tel. (713) 850-7520  
Telefax (713) 850-9113

### Los Angeles - Consulate General

12400, Wilshire Blvd - Suite 300  
Los Angeles - California 90025  
Tel. (310) 820-0622  
Telefax (310) 820-0727

### Miami - Consulate General

1200, Brickell Avenue - 8th floor  
Miami - Florida 33131  
Tel. (305) 374-6322  
Telefax (305) 374-7945

### New York - Consulate General

690, Park Avenue - New York  
N.Y. 10021/5044  
Tel. (212) 737-9100 and (212) 439-8600

### Miami - Consulate General

1200, Brickell Avenue - 8th floor  
Miami - Florida 33131  
Tel. (305) 374-6322  
Telefax (305) 374-7945

### New Orleans - Consulate

630 Camp Street - New Orleans  
LA. 70130  
Tel. (504) 524-2271  
Telefax (504) 581-4590

### San Francisco - Consulate General

2590 Webster Street  
San Francisco, CA 94115  
Tel. (415) 931-4924  
Telefax (415) 931-7205  
Telex 0023 67613 ITALCONS

### Embassy of Italy - Washington D.C.

1601, Fuller Str. N.W Washington D.C, 20009  
Tel. (202) 328-5500  
Telefax (202) 328-5593 and (202) 483-2187  
Telex 0023 64122 I

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