



Dear Brazilian 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.
2. Contact your local state consulate, using the consulate list included in this packet, to verify how much the convalidation process will cost.
3. Purchase a U.S Post Office money order in the amount the convalidation will cost. Make your money order payable to the consulate of your state. The money order must be purchased from a U.S Post Office.
4. 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 another envelope addressed to either you or your International Agent stamped with sufficient postage for the documents to reach their final destination. The form will need to be sent to the 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! I
 - ☐ 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 to your Host Family, as noted on the "Request for an Official Transcript" form.

Ask your Host Family to finish the process by sending the below items to the consulate of your state:

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

- ☐ The form titled "Request for convalidation of documents."
- ☐ 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 consulate of your state
- ☐ A stamped envelope addressed to either you or your International Agent.

This process may take up to several weeks.

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

Sincerely,
International Student Exchange



REQUEST FOR AN OFFICIAL 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,

Signature of Student

Student Name: _____

Host Family Address: _____



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

REQUEST FOR CONVALIDATION OF DOCUMENTS

Dear Brazilian Consular Official:

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

Sincerely,

(Name of student)

(Signature of student)

STATE CONSULATE LIST

LIST OF CONSULAR JURISDICTIONS IN THE UNITED STATES

Brazilian Consulate General in Boston

The Startler Building
20 Park Plaza, suite 810
Boston, MA 02116
Phone: (617) 542-4000
Fax: (617) 542-4318

E-mail: cgbos@consulatebrazil.org

<http://brazil.embassy-online.net/Brazil-Consulate-General-Boston.php>

Jurisdiction: States of Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

Brazilian Consulate General in Chicago

401 North Michigan Avenue, Suite 1850
Chicago, IL 60611
Phone: (312) 464-0244
Fax: (312) 464-0299

E-mail: central@brazilconsulatechicago.or

<http://brazil.embassy-online.net/Brazil-Consulate-General-Chicago.php>

Jurisdiction: States of Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, and Wisconsin.

Brazilian Consulate General in Houston

Park Tower North
1233 West Loop South, Suite 1150
Houston, TX 77027
Phones: (713) 961-3063/961-3064/961-3065
Fax: (713) 961-3070

E-mail: consbras@braziihouston.org

<http://brazil.embassy-online.net/Brazil-Consulate-General-Houston.php>

Jurisdiction: States of Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, and Texas.

Brazilian Consulate General in Los Angeles

8484 Wilshire Blvd., suites 711/730
Beverly Hills, CA 90211
Phone: (323) 651-2664
Fax: (323) 651-1274

E-mail: info@brazilian-consulate.org

<http://brazil.embassy-online.net/Brazil-Consulate-General-Los-Angeles.php>

Jurisdiction: States of Arizona, Hawaii, Idaho, Montana, Nevada, Utah, Wyoming, and in the State of California, the counties of Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura.

Brazilian Consulate General in Miami

80 SW 8th St. - Suite 2600
Miami, FL 33130
Phone: (305) 285-6200
Fax: (305) 285-6229

Fax on demand for information and forms: (305) 285-6259

E-mail: consbras@brazilmiami.org

<http://brazil.embassy-online.net/Brazil-Consulate-General-Miami.php>

Jurisdiction: States of Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee. Puerto Rico, US Virgin Islands, and the Commonwealth of the Bahamas.

Brazilian Consulate General in New York

1185 Avenue of the Americas (Sixth Avenue), 21st Floor

New York, NY 10036

Phone: (917) 777-7777

Fax: (212) 827-0225

E-mail: consulado@brazilny.org

<http://brazil.embassy-online.net/Brazil-Consulate-General-New-York.php>

Jurisdiction: States of Connecticut, Delaware, New Jersey, New York, Pennsylvania and the Bermuda Islands.

Brazilian Consulate General in San Francisco

300 Montgomery Street, suite 900

San Francisco, CA, 94104

Phone: (415) 981-8170

Fax: (415) 981-3628

E-mail: brazilsf@brazilsf.org

<http://brazil.embassy-online.net/Brazil-Consulate-General-San-Francisco.php>

Jurisdiction: States of Oregon, Washington, Alaska and in the State of California, the counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Ladera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benedito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskyou, Solano, Sonoma, Stanislaus, Sutterjehama, Trinity, Tulare, Tuolumne, Yolo, and Yuma.

Brazilian Embassy in Washington, D.C.

Consular Service

3009 Whitehaven St., N.W.

Washington, D.C. 20008

Fax: (202) 238-2818

E-mail: consular@brasilemb.org

<http://brazil.embassy-online.net/Brazil-Embassy-Washington-DC.php>

Jurisdiction: District of Columbia, States of Kentucky, Maryland, Ohio, Virginia, West Virginia and North American bases, excepting Guam.