

Transcript Convalidation Process

Dear ETC Student,

Congratulations on your academic success as an ETC student! In order for your academic work from your American high school to be valid in your home country, your Official Transcript of Grades must be authenticated (**convalidated**) by the Consulate General of Brazil. Be sure to begin this process early, as it can take over eight weeks to complete. www.edutrav.org/students-resources

***Please note that you are responsible for getting your transcript authenticated. If you have any questions concerning this process, please call the ETC office on our toll-free line: 1-877-222-9803.**

The process is simple, if you follow the instructions below:

1. **Ask your Guidance Counselor, Principal or School Registrar for an OFFICIAL copy of your transcript.**

The Consulate general will consider your transcript official if:

- a. It is enclosed in an envelope, and sealed by a school official.
- b. The school must place an official stamp or signature over the seal of the envelope.
- c. The envelope must remain sealed until it reaches the Consulate General's office for processing.

2. **Prepare the following items to be mailed to the Consulate General of Brazil in your School's Jurisdiction.** *(Please see Consular Jurisdiction address page, and note that the Consulate will only accept documents mailed via the United States Postal Service. Forms received via UPS, DHL, FEDEX and other independent carriers will NOT be accepted.)*

- a. High School Transcript Convalidation Request Form – completed and signed (www.edutrav.org/students-resources)
 - b. Official Transcript of Grades signed by a school official, in sealed envelope as described above.
 - c. Money Order made payable to the Brazilian Consulate for \$5.00 (Purchase at any US Post Office.)
 - d. Stamped envelope with \$2 postage addressed to your **host family** in the United States. This return envelope must be 5x7 or larger. *(The Consulate will not mail transcripts outside of the US, or in envelopes smaller than 5x7.)*
3. If your school thinks your transcript will not be ready before you are scheduled to leave the United States, ask your Guidance Counselor if she/he will see the process through for you. You should prepare the items listed under #2 and give them to your counselor to make the process easier for him/her. The consulate will still mail your convalidated transcript to your Host Family.
4. Prepare an envelope with your home address in Brazil and the correct postage for international shipment. Ask that your host family please send your convalidated grades to you in this envelope when they arrive. Most likely, the process will not be completed while you are still in the US.
5. Follow up with polite reminders to both your Host Family and your school to make sure that all steps are taken and that details are not overlooked. You must have all contact information and vacation dates from school officials before you leave.

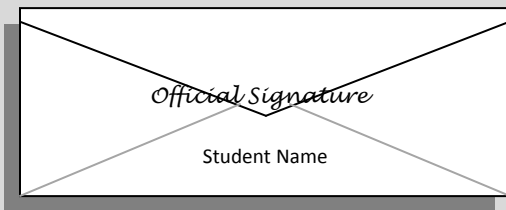
For more information about Transcript Convalidation, please see this website: www.brazilsf.org/legal_school_eng.htm

Transcript Convalidation

Prepare items #1 - #4 and mail to the Brazilian Consulate in your School's Jurisdiction.

#1: OFFICIAL School Transcript of Grades:

- Enclosed in a **sealed** envelope by a school official
- With an official school signature/stamp over seal
- Student's name written on outside of envelope



www.edutrav.org/resources-student
www.brazilsf.org/legal_school_eng.htm

Mailing Envelope must be 5x7 or larger.
 Mailing envelope must include correct postage. As of 10/08, postage was about \$2.00 (USD).

#2: High School Transcript Convalidation Request Form (Download at www.edutrav.org/resources-student)

Fill in:

- Student Name
- Home Country
- Signature
- Date
- Host Family Name
- Street Address
- City, State & Zip Code

High School Transcript Convalidation Request
 To: The Consulate General of Brazil

Dear Sir or Madam,

Enclosed please find documentation required for Transcript Convalidation:

1. An official copy of my transcript (sealed in an envelope and signed) from my school academic exchange program in the United States
2. A return envelope (postage paid) addressed to my Host Family in the United States
3. Money Order (\$5.00) to cover the convalidation processing fee

It is my understanding that in order for me to receive academic credit for my studies in the United States, it is necessary for you to legalize my transcript. Please do so and return the legalized documents in the envelope provided.

Thank you in advance for your cooperation and prompt attention to this matter. If you have any questions, please call Education Travel & Culture at 877.222.9803.

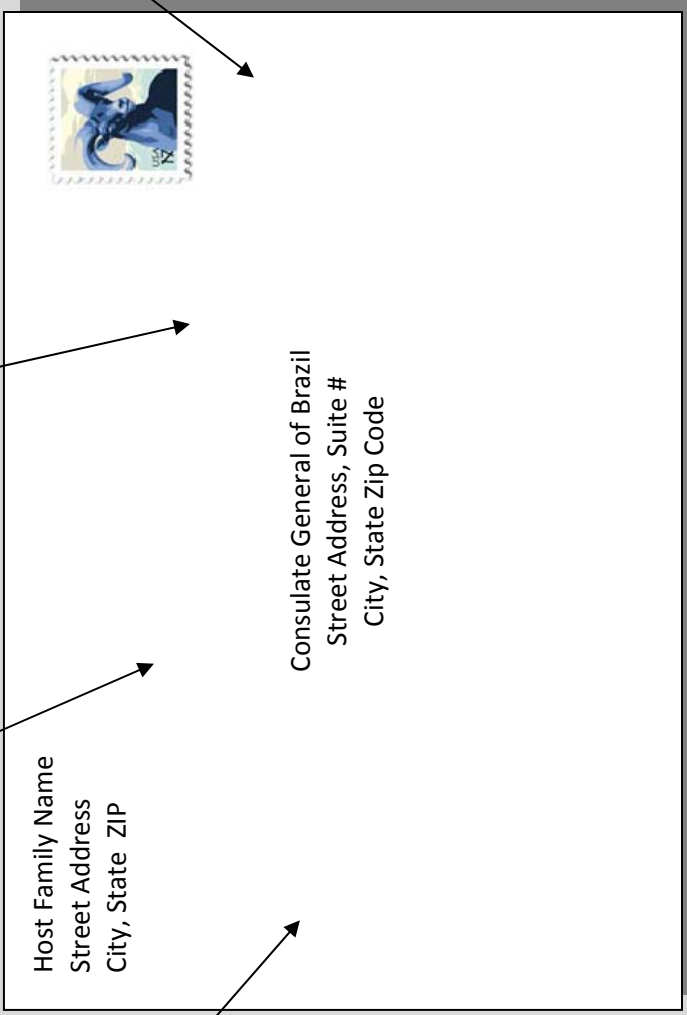
Sincerely,

(Student Signature) _____ (Date) _____
 (Student Name Printed) _____ (Home Country) _____

 (Host Family Name)

 (Host Family Street Address)

 (City, STATE) (Zip Code)



#3: 5x7 Return Envelope – Postage PAID:

- Addressed to Host Family (Consulate will NOT mail outside of US.)
- Return address = Host Family address
- Postage PAID (as of 2008, postage runs around \$2)



#4: USPS Postal Money Order for \$5 (Processing Fee):

- Made out to the Consulate General of Brazil in your HS Jurisdiction
- For the amount of \$5.00 (US Dollars)
- You can purchase a Postal Money order at any US Post Office.



Mail all documents to the Consulate General of Brazil in your US School's Jurisdiction. There are eight different Brazilian Consulate Offices in the United States. Each office processes documents for a specific geographic region within the United States. Use the included list or visit www.edutrav.org/resources-student to find the correct address for your School's Jurisdiction. CALIFORNIA Jurisdictions are based on counties, while all others are State specific.

High School Transcript Convalidation Request

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Sincerely,

(Student Signature)

(Date)

(Student Name Printed)

(Home Country)

(Host Family Name)

(Host Family Street Address)

(City, STATE)

(Zip Code)

LIST OF CONSULAR JURISDICTIONS IN THE UNITED STATES

If you attended school in one of the following locations:	Send your convalidation package to this Consulate General's Office:														
Maine Massachusetts New Hampshire Rhode Island Vermont.	<p>Brazilian Consulate General in Boston The Stattler Building 20 Park Plaza, suite 810 Boston, MA 02116 Phone: (617) 542-4000 Fax: (617) 542-4318 E-mail: cgbos@consulatebrazil.org http://www.consulatebrazil.org</p>														
<table border="0"> <tr> <td>Illinois</td> <td>Missouri</td> </tr> <tr> <td>Indiana</td> <td>Nebraska</td> </tr> <tr> <td>Iowa</td> <td>North Dakota</td> </tr> <tr> <td>Michigan</td> <td>South Dakota</td> </tr> <tr> <td>Minnesota</td> <td>Wisconsin</td> </tr> </table>	Illinois	Missouri	Indiana	Nebraska	Iowa	North Dakota	Michigan	South Dakota	Minnesota	Wisconsin	<p>Brazilian Consulate General in Chicago 401 North Michigan Avenue, Suite 1850 Chicago, IL 60611 Phone: (312) 464-0244/464-0245 Fax: (312) 464-0299 E-mail: central@brazilconsulatechicago.org</p>				
Illinois	Missouri														
Indiana	Nebraska														
Iowa	North Dakota														
Michigan	South Dakota														
Minnesota	Wisconsin														
Arkansas Colorado Kansas Louisiana New Mexico Oklahoma Texas	<p>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@brazilhouston.org http://www.brazilhouston.org</p>														
<table border="0"> <tr> <td>Arizona</td> <td rowspan="7">(California -- in the following counties ONLY: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura)</td> </tr> <tr> <td>Hawaii</td> </tr> <tr> <td>Idaho</td> </tr> <tr> <td>Montana</td> </tr> <tr> <td>Nevada</td> </tr> <tr> <td>Utah</td> </tr> <tr> <td>Wyoming</td> </tr> </table>	Arizona	(California -- in the following counties ONLY: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura)	Hawaii	Idaho	Montana	Nevada	Utah	Wyoming	<p>Brazilian Consulate General in Los Angeles 8484 Wilshire Blvd., suites 711/730 Beverly Hills, CA 90211 Phone: (323) 651-2664 Embassy of Brazil http://www.brasilemb.org/consulado/consular_jurisdictions.shtml Fax: (323) 651-1274 E-mail: info@brazilian-consulate.org</p>						
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Alabama	Puerto Rico														
Florida	US Virgin Islands														
Georgia	Commonwealth of the Bahamas														
Mississippi															
North Carolina															
South Carolina															
Tennessee															
Connecticut Delaware New Jersey New York Pennsylvania The Bermuda Islands	<p>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://www.brazilny.org</p>														

<p>Oregon Washington Alaska</p> <p>(California, in the following counties only: 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, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuma)</p>	<p>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://www.brazilsf.org</p>
<p>District of Columbia Kentuck Maryland Ohio Virginia West Virginia</p>	<p>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://www.brasilemb.org</p>