

## Get and send exam grades



### For US Cambridge students

US students use the [Grade Transcript Service](#) to send their Cambridge Advanced (International AS & A Level) exam grades and Cambridge AICE Diploma status to US colleges and universities. Transcripts cost **\$17 per request, per institution**. This fee helps to ensure all student requests can be fulfilled expeditiously, tracked by students online, and available to colleges and universities by the dates indicated. Please note that fee waivers are not available through Cambridge International.

Cambridge Grade Transcript Service

[Gradetranscripts.Cambridgeinternational.org](https://gradetranscripts.cambridgeinternational.org)

## Updates to Grade Transcript Service

As of fall 2023, US students use the online transcript service to:

- Track the status of all requests; including confirmation and delivery to institutions
- Submit payment
- See when institutions can access their digital transcripts
- View the grades sent with each transcript request

## Grade sending checklist

- Candidate's **first name, last name, date of birth,** and **email** address
- **Identification** scanned as a PDF, JPEG, PNG, iPhone or Android file. Accepted forms of ID:
  - Passport
  - Birth certificate
  - State issued driver's license, learner's permit or ID card
- All **exam series** (month and year of the exam(s)) Example: June 2023, Nov 2022, June 2022, etc.
- **Center** number or name (required) and **Candidate number** (optional)
- **Institution(s)** (e.g., college or university) where transcripts should be sent
- **Credit card** (MasterCard, Visa, or American Express)

## Step-by-step guide to sending grades

- 1 Log into the [Grade Transcript Service](#) and select "Request a transcript."
- 2 Enter personal information and upload a photo of your ID.
- 3 Add all exam series. Future series are available about 3 months before exams.
- 4 Search for institutions and view available credit policies.
- 5 Confirm details.
- 6 Submit payment with a MasterCard, Visa or American Express card.
- 7 Track request status and payment confirmation in your account and by email notifications.
- 8 Within 14 days after payment is received, institutions can view transcripts from past series. Pre-ordered transcripts are available within 14 days of results release day.
- 9 View and print the grades sent with each request.

## ONE LAST STEP!

**ONE MORE THING to do** -- after you create the account, you will need to go to your Cambridge Grade Transcript Service account and update the following settings:

--Under Account, GO TO "COMMUNICATIONS" (see image below)

>Select "YES" to "emails about new activity on your account"

>Optional (recommended)-- add another email address like a parent's personal email address if you want to give a parent access to this account. \*\*The parent will receive a verification email to activate the access. This must be done, or the parent will not get access. \*\*IF you doesn't change the communications to "YES", you will not receive email notifications on the process.

>>The student's Cambridge Transcript Service portal is where you can check the status of the transcript.

