



13th January 2020

**Re: IBDP Request by Candidate to the Institution**

Dear Year 13 students and parents/ guardians,

Hope you are working hard for your mock exams. All the best.

I am sending a form for providing the list of universities where the official copy of IB Diploma results can be sent free of charge. Please return the completed form by 5th April through email.

If there are any questions, please feel free to email me [hsaxena@chatsworth.com.sg](mailto:hsaxena@chatsworth.com.sg).

Kind regards,

**Mrs Harparsh Saxena**

IBDP Coordinator (IB code 2114)

[hsaxena@chatsworth.com.sg](mailto:hsaxena@chatsworth.com.sg)



## Request Form for IBDP Results to be Sent Directly to Universities

**Submit this form to your IB Diploma Coordinator by 11th April 2020**

Many universities will need to receive an official copy of your IB Diploma results. The easiest way to do this is to make use of the free service provided by the IB in which they send your transcript to the university automatically when results are released. If you would like to make use of this service please fill in the details below.

**The IB provides this service free of charge for the first 6 universities; the IB imposes the following restrictions on these six (click [here](#) for further details):**

1. Maximum 1 in Canada
2. Maximum 1 in USA

For the UK it is not necessary to list every university: only your UCAS number is required and this counts as one request.

**Fee for extra submission:** The fee for extra submission is S\$ 85 per university.

(In the event more than the maximum number is listed, we will only use the first six universities listed)

<b>Student Name</b>	
<b>UCAS number</b>	
<b>IBDP Candidate number</b>	



1 (free of charge)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	

2 (free of charge)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	

3 (free of charge)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	

**4** (free of charge)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	

**5** (free of charge)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	

**6** (free of charge)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	

The first six are free of charge. Please note there is an additional fee of S\$85 per submission for additional universities.

7 (additional \$85 per request)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	

8 (additional \$85 per request)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	

9 (additional \$85 per request)

<b>University Name</b>	
<b>Country</b>	
<b>Student ID/ Application number</b>	
<b>Course reference number</b>	
<b>For the attention of:</b>	