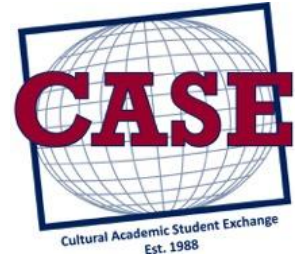




Send order form and all documents to:  
[orders@convalidation.com](mailto:orders@convalidation.com)



## Order Form Instructions

Step 1. Fill out Form Completely (Please use your computer to fill out the forms, if you must fill them out by hand make sure to write clearly)

Step 2. Get your DS2019 and Passport

Step 3. Take clear pictures of the Order Form, Authorization Form, Passport and DS2019

Step 4. Email the 4 pictures to [orders@convalidation.com](mailto:orders@convalidation.com)

Step 5. Convalidation Services will review your order

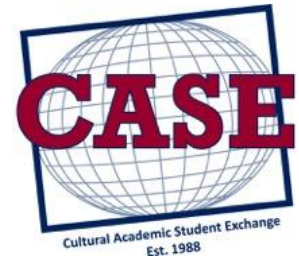
Step 6. Convalidation Services will issue you an invoice

Step 7. Once payment has been made Convalidation Services will begin working on your order

Step 8. Convalidation Services will handle the whole process, there is no need for the student to do anything else.

Step 9. Once Convalidation Services receives the finalized document we will send it to the student by FedEx International Priority and send an email with the tracking number.

If you have any questions or concerns please email us at [orders@convalidation.com](mailto:orders@convalidation.com) or call us at 479-777-7040. We look forward to assisting you.



## Service Order Form

### Personal Information:

1. Today's Date: \_\_\_\_\_ Visa Type: J1 F1
2. Your Name: \_\_\_\_\_
3. Home Agency: \_\_\_\_\_ US Agency: \_\_\_\_\_
4. Phone: \_\_\_\_\_ Email: \_\_\_\_\_
5. DOB: \_\_\_\_\_
6. Country document(s) will be used in: \_\_\_\_\_

### School Information:

7. School Name: \_\_\_\_\_
8. Counselor Name: \_\_\_\_\_ Counselor Email: \_\_\_\_\_
9. School City/State: \_\_\_\_\_
10. Phone: \_\_\_\_\_ Grade level at School: \_\_\_\_\_
- School End Date: \_\_\_\_\_

### Shipping Information:

11. Your Name: \_\_\_\_\_
12. Company: \_\_\_\_\_
13. Address: \_\_\_\_\_
14. City, State, Zip: \_\_\_\_\_
15. Country: \_\_\_\_\_ Phone: \_\_\_\_\_

### Services:

- |  |       |
|--|-------|
| Official Transcript includes school stamp and signature (non-notarized)                | _____ |
| Notarized Official Transcript includes school stamp and signature                      | _____ |
| Official Diploma (non-notarized)   | _____ |
| Notarized Official Diploma - (Original Diploma must be sent to Convalidation Services) | _____ |
| Apostille Service (includes notarized transcript request)                              | _____ |
| Consulate service (Italian students, does not include Apostille Service)               | _____ |
| Transcript letter (Spain students - optional)  | _____ |
| School Declaration Letter (Italian students - optional)                                | _____ |
| Customized letter from school  | _____ |
| Tells us what you need in your custom letter   |       |

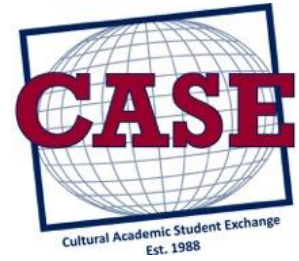
Please send a scanned copy of your passport and your Visa document (either an I-20 or DS2019)

Our office will review your order request for accuracy and send you an invoice for payment shortly.

Convalidation Services, LLC – 1-479-777-7040 – 4300 Rogers Ave., STE 20 #227, Fort Smith, AR 72903



Send order form and all documents to:  
orders@convalidation.com



## Transcript/Diploma Authorization

To Whom It May Concern,

I \_\_\_\_\_ authorize Convalidation Services, LLC and their  
representatives to request my transcript and/or my diploma from the school. I attended  
\_\_\_\_\_ High School during the \_\_\_\_\_ school year.

I request that you assist Convalidation Services, LLC with the request of my transcript and/or  
diploma, so it meets the needs of my home country to be valid.

Thank you.

Yours Truly,

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