

**OFFICIAL DOCUMENT REQUEST FORM
FOR STUDENTS NOT CURRENTLY ENROLLED AT ASFM**

Name of Student: _____ **ID#:** _____ **Last Grade Level:** _____

Graduation Year (or Last Year of Attendance): _____

1. Please fill out the form to request the documents you need. **Prices are in Pesos. Payments can be made with check.** Checks should be written to AMERICAN SCHOOL FOUNDATION OF MONTERREY A.C.
2. Make the payment at the Cashier in the Central Office (Open from 8:30am – 12:00pm).
3. Turn in this form to the Counseling Secretary at MSHS.
For Recommendation letters, Shipments and HS Diplomas please read the **Notes **** section below.

QTY	ITEM	ORIGINAL	COPY	TOTAL COST
	High School Transcript **	\$500	N/A	\$
	Middle School Transcript (Not available for HS Graduate students) **	\$300	N/A	\$
	Conduct / Enrollment Letter / Extracurricular Activities Letter (English)	\$300	N/A	\$
	Conduct / Enrollment Letter / Extracurricular Activities Letter (Spanish)	\$300	N/A	\$
	Counselor recommendation _____ <div style="text-align: center; font-size: small;">Name of Counselor</div> Counselor signature _____	N/A	\$200	\$
	Teacher recommendation 1 _____ <div style="text-align: center; font-size: small;">Name of Teacher</div> Teacher signature _____	N/A	\$200	\$
	Teacher recommendation 2 _____ <div style="text-align: center; font-size: small;">Name of Teacher</div> Teacher signature _____	N/A	\$200	\$
Notes Recommendation letters will only be provided if ASFM already has a copy on file OR if the teacher has agreed to write a letter for you. If you would like a teacher to write a new letter for you, please get the teacher signature in the space above or if you are out of Monterrey, please have the teacher send an email to the counseling office stating that she/he will write you a recommendation letter. This needs to be completed <u>BEFORE</u> you make the payment. <ul style="list-style-type: none"> • Letters of recommendation <u>must</u> be sent by the school via courier service. • It is your responsibility to provide us the following shipping information: Name, Address (make sure is <u>not</u> a P.O. BOX address) and Phone Number. ** Transcripts are only for students applying outside of México. ¹ For shipping rates within Mexico please contact the counseling office.		Shipping Rates		
		AMERICA EUROPE	\$1,100	\$
		ASIA OCEANIA	\$1,300	\$
		MEXICO ¹	***	
		GRAND TOTAL:		

***** ALL PAYMENTS ARE NON-REIMBURSABLE *****