



THE AMERICAN BACCALAUREATE SCHOOL

ABS Procedures for Mailing Official School Documents

All transcripts, letters of recommendation and any other official school documents MUST be mailed by ABS directly to universities and programs.

For Universities or Scholarships:

1. To request to have documents sent to a university, fill out the enclosed *University Mailing Request* form completely and submit your payment to the Accounting Office.
2. The counselor MUST receive the University Mailing Request Form at least two weeks prior to the date you want the documents mailed.
3. The fee for mailing official documents includes the cost of one official transcript.
4. Fees:
 - Envelope mailed to a university in Kuwait: 7KD
 - Envelope mailed to a university in the Middle East: 10KD
 - Envelope mailed to any university outside the Middle East: 20KD

For Other Programs (not requiring a transcript):

1. Submit documentation to be filled out to the counselor at least two weeks prior to the date you want the documents mailed.
2. Submit your payment to the Accounting Office.
3. Fees:
 - Envelope mailed within Kuwait: 2KD
 - Envelope mailed within the Middle East: 5KD
 - Envelope mailed outside the Middle East: 15KD