



A Non-profit Corporation
for Student Exchange

Brazilian Student Convalidation Payment and Processing Form (email to: info@edutrav.org)

Student Name _____ School Name _____

School Contact/Phone _____ County _____

Host Family Name/Phone _____

Please follow these steps to ensure we can process your school documents in a timely manner:

1. 1 month before school ends, check with your school in Brazil to confirm they require ONLY convalidated transcripts and no "Letter of Attendance" or other school documentation (***documentation other than Convalidation will be your responsibility***)
2. 1 month before school ends, meet with your counselor and **write below what date transcripts will be mailed out**, and check spelling of your name in the school records. Leave an addressed, posted envelope if they need it. **Approx Mailing:** _____
3. Return or pay for all school items before school is over. Do not ask friends or family to return items. Schools do not send transcripts if there are unpaid bills.
4. Your school should mail official transcripts to:
ETC, Attn. Convalidation Processing for (Correctly Spelled Student Name)
1029 SW Washington St.
Portland, OR 97205 Tel. (503) 222-9803
5. **Make payment online** at <http://edutrav.enstore.com/browse/documentation/1> for Convalidation Processing (you may include FedEx shipping as well)
6. Confirmation Number of Online Payment: _____
Name of the person making online payment _____
Amount paid _____ Date paid _____

ETC: Please mail my Convalidated transcripts to the following address. I understand the process can take 4 to 8 weeks, based on Brazilian Consulate processing time.

*Name
Apartment Number, if any
Street Address Line One
Street Address Line Two
City
Province or State
Postal Code
Country
Home Phone
Email Address*