Dear ETC Student,

Congratulations on your academic success as an ETC student! In order for your academic work from your American high school to be valid in your home country, your Official Transcript of Grades must be authenticated (convalidated) by the Consulate General of Brazil. Be sure to begin this process early, as it can take over eight weeks to complete. www.edutrav.org/students-resources

*Please note that you are responsible for getting your transcript authenticated. If you have any questions concerning this process, please call the ETC office on our toll-free line: 1-877-222-9803.

The process is simple, if you follow the instructions below:

1. **Ask your Guidance Counselor, Principal or School Registrar for an OFFICIAL copy of your transcript.**

   The Consulate general will consider your transcript official if:
   
   a. It is enclosed in an envelope, and sealed by a school official.
   b. The school must place an official stamp or signature over the seal of the envelope.
   c. The envelope must remain sealed until it reaches the Consulate General’s office for processing.

2. **Prepare the following items to be mailed to the Consulate General of Brazil in your School’s Jurisdiction.** (*Please see Consular Jurisdiction address page, and note that the Consulate will only accept documents mailed via the United States Postal Service. Forms received via UPS, DHL, FEDEX and other independent carriers will NOT be accepted.)*

   a. High School Transcript Convalidation Request Form – completed and signed (www.edutrav.org/students-resources)
   b. Official Transcript of Grades signed by a school official, in sealed envelope as described above.
   c. Money Order made payable to the Brazilian Consulate for $5.00 (Purchase at any US Post Office.)
   d. Stamped envelope with $2 postage addressed to your host family in the United States. This return envelope must be 5x7 or larger. (*The Consulate will not mail transcripts outside of the US, or in envelopes smaller than 5x7.*)

3. If your school thinks your transcript will not be ready before you are scheduled to leave the United States, ask your Guidance Counselor if she/he will see the process through for you. You should prepare the items listed under #2 and give them to your counselor to make the process easier for him/her. The consulate will still mail your convalidated transcript to your Host Family.

4. Prepare an envelope with your home address in Brazil and the correct postage for international shipment. Ask that your host family please send your convalidated grades to you in this envelope when they arrive. Most likely, the process will not be completed while you are still in the US.

5. Follow up with polite reminders to both your Host Family and your school to make sure that all steps are taken and that details are not overlooked. You must have all contact information and vacation dates from school officials before you leave.

For more information about Transcript Convalidation, please see this website: www.brazilsf.org/legal_school_eng.htm
Transcript Convalidation

Prepare items #1 - #4 and mail to the Brazilian Consulate in your School's Jurisdiction.

#1: OFFICIAL School Transcript of Grades:
- Enclosed in a sealed envelope by a school official
- With an official school signature/stamp over seal
- Student’s name written on outside of envelope

www.edutrav.org/resources-student
www.brazilsf.org/legal_school_eng.htm

#2: High School Transcript Convalidation Request Form
(Download at www.edutrav.org/resources-student)

Fill in:
- Student Name
- Home Country
- Signature
- Date
- Host Family Name
- Street Address
- City, State & Zip Code

High School Transcript Convalidation Request Form

To: The Consulate General of Brazil

Dear Sir or Madam,

Enclosed please find documentation required for Transcript Convalidation:

1. An official copy of my transcript (sealed in an envelope and signed) from my school
2. A return envelope (postage paid) addressed to my Host Family in the United States
3. Money Order ($5.00) to cover the convalidation processing fee
4. The original of my current Host Family statement

Please do not return this document to your office. It is necessary for you to legalize my transcript. Please do so and return the legalized documents in the envelope provided.

Thank you in advance for your cooperation and prompt attention to this matter. If you have any questions, please call Education Travel & Culture at 877.222.9808.

Sincerely,

_________________________               _____________

_________________________               ______________

[Consulate General of Brazil Address]

#3: 5x7 Return Envelope – Postage PAID:
- Addressed to Host Family (Consulate will NOT mail outside of US.)
- Return address = Host Family address
- Postage PAID (as of 2008, postage runs around $2)

#4: USPS Postal Money Order for $5 (Processing Fee):
- Made out to the Consulate General of Brazil in your HS Jurisdiction
- For the amount of $5.00 (US Dollars)
- You can purchase a Postal Money order at any US Post Office.
Dear Sir or Madam,

Enclosed please find documentation required for Transcript Convalidation:

1. An official copy of my transcript (sealed in an envelope and signed) from my high school academic exchange program in the United States
2. A return envelope (postage paid) addressed to my Host Family in the United States
3. Money Order ($5.00) to cover the convalidation processing fee

It is my understanding that in order for me to receive academic credit for my studies in the United States, it is necessary for you to legalize my transcript. Please do so and return the legalized documents in the envelope provided.

Thank you in advance for your cooperation and prompt attention to this matter. If you have any questions, please call Education Travel & Culture at 877.222.9803.

Sincerely,

____________________________________________________   _____________
(Student Signature)         (Date)

____________________________________________________   _____________
(Student Name Printed)        (Home Country)

_________________________________________
(Host Family Name)

_________________________________________
(Host Family Street Address)

_________________________________________
(City, STATE)                  (Zip Code)
<table>
<thead>
<tr>
<th>If you attended school in one of the following locations:</th>
<th>Send your convalidation package to this Consulate General’s Office:</th>
</tr>
</thead>
</table>
| Maine, Massachusetts, New Hampshire, Rhode Island, Vermont. | **Brazilian Consulate General in Boston**  
The Stattler Building  
20 Park Plaza, suite 810  
Boston, MA 02116  
Phone: (617) 542-4000  
Fax: (617) 542-4318  
E-mail: cgbos@consulatebrazil.org  
http://www.consulatebrazil.org |
| Illinois, Missouri, Indiana, Nebraska, Iowa, North Dakota, Michigan, South Dakota, Minnesota, Wisconsin | **Brazilian Consulate General in Chicago**  
401 North Michigan Avenue, Suite 1850  
Chicago, IL 60611  
Phone: (312) 464-0244/464-0245  
Fax: (312) 464-0299  
E-mail: central@brazilconsulatechicago.org |
| Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, Texas | **Brazilian Consulate General in Houston**  
Park Tower North  
1233 West Loop South, Suite 1150  
Houston, TX 77027  
Phones: (713) 961-3063/961-3064/961-3065  
Fax: (713) 961-3070  
E-mail: consbras@brazilhouston.org  
http://www.brazilhouston.org |
| Arizona, Hawaii, Idaho, Montana, Nevada, Utah, Wyoming (California -- in the following counties ONLY: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura) | **Brazilian Consulate General in Los Angeles**  
8484 Wilshire Blvd., suites 711/730  
Beverly Hills, CA 90211  
Phone: (323) 651-2664  
Embassy of Brazil  
http://www.brasilemb.org/consulado/consular_jurisdictions.shtml  
Fax: (323) 651-1274  
E-mail: info@brazilian-consulate.org |
| Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, US Virgin Islands, Commonwealth of the Bahamas | **Brazilian Consulate General in Miami**  
80 SW 8th St. - Suite 2600  
Miami, FL 33130  
Phone: (305) 285-6200  
Fax: (305) 285-6229  
Fax on demand for information and forms: (305) 285-6259  
E-mail: consbras@brazilmiami.org  
http://www.brazilmiami.org |
| Connecticut, Delaware, New Jersey, New York, Pennsylvania, The Bermuda Islands | **Brazilian Consulate General in New York**  
1185 Avenue of the Americas (Sixth Avenue), 21st Floor  
New York, NY 10036  
Phone: (917) 777-7777  
Fax: (212) 827-0225  
E-mail: consulado@brazilny.org  
http://www.brazilny.org |
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<tr>
<th>Oregon</th>
<th>Washington</th>
<th>Alaska</th>
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<tbody>
<tr>
<td>(California, in the following counties only: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Ladera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benedito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuma)</td>
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<th>District of Columbia</th>
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<th>Ohio</th>
<th>Virginia</th>
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<tr>
<th>Brazilian Consulate General in San Francisco</th>
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<tbody>
<tr>
<td>300 Montgomery Street, suite 900</td>
</tr>
<tr>
<td>San Francisco, CA, 94104</td>
</tr>
<tr>
<td>Phone: (415) 981-8170</td>
</tr>
<tr>
<td>Fax: (415) 981-3628</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:brazilsf@brazilsf.org">brazilsf@brazilsf.org</a></td>
</tr>
<tr>
<td><a href="http://www.brazilsf.org">http://www.brazilsf.org</a></td>
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</tbody>
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<tr>
<th>Brazilian Embassy in Washington, D.C.</th>
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<tr>
<td>Consular Service</td>
</tr>
<tr>
<td>3009 Whitehaven St., N.W.</td>
</tr>
<tr>
<td>Washington, D.C. 20008</td>
</tr>
<tr>
<td>Fax: (202) 238-2818</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:consular@brasilemb.org">consular@brasilemb.org</a></td>
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<tr>
<td><a href="http://www.brasilemb.org">http://www.brasilemb.org</a></td>
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