

AICE Electronic Transcript Instructions

Before you begin, you will need the following information in order to complete this online transcript request:

- Your name, date of birth, and personal email address (Not your WBHS email)
- A picture of student's valid ID (e.g., passport, birth certificate, or state-issued driver's license, permit, or official ID)
- For each exam series: the series' month and year, center name or number (US690 – West Boca Raton HS) and your individual candidate number
- Institution(s) (up to six per request) where you wish to send your grades

There is no fee for this online service

Go to <https://gradetranscripts.cambridgeinternational.org>

Select start at the bottom of the screen

Personal Information:

1. Click "Create an account" and create an account using your personal email address
2. Type in your first name, last name, email address, create a password, confirm your password, select country you live in – United States, agree to terms and continue.
3. Go to your personal email, open the verification email from Cambridge and click on the link
4. Enter your date of birth
5. Upload a PDF, JPEG, JPG, PNG, or Android image file of either your State-issued Driver's license, passport or birth certificate
6. Click continue

Exam Details

1. Enter your exam series
 - a. Choose the month and year (Example June 2020)
 - b. Exam: AS & A Level or AICE Diploma
 - c. Exam Center – type in US690 and click on WBHS when it displays the school name
 - d. Candidate number – enter your individual candidate number
 - e. Click add another series and repeat the same information until you have entered all of your series
 - f. Once completed, click save and continue

Institutional Details

1. Select the college you will be attending
2. Click Review and submit

Review

1. Review all of your information

Submit

1. Click Submit
2. Once you click submit, you will receive a confirmation number. Please take a picture so you have it just in case. You will also receive a confirmation email.