



ENGLISH LANGUAGE INSTITUTE

189 West Main Street, Newark, Delaware 19716 – USA

Phone: +1-302- 831-2674 | Fax: +1-302-831-6765

E-mail: ud-eli@udel.edu | Web: www.udel.edu/eli

CREDIT CARD AUTHORIZATION
Transcript Request – FOR ESL STUDENTS ONLY

I authorize the University of Delaware English Language Institute to charge my credit card for payment for the following student in the amount listed below:

Student name: _____ Student ID#: _____

Date of birth: _____

Credit Card Information

Credit card type (choose one):

- Visa MasterCard American Express Discover

Credit card number: _____

Credit card security code: _____

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Amount

- **Transcript fee.** Each transcript costs US \$5.
- **Shipping fee.** Transcripts are mailed via the US Postal Service Air Mail (USPS). There is no charge for shipping via USPS; however, if your transcript must be mailed to an international destination, *using USPS may take several weeks*. If you must receive your transcript fast, then you can request for the transcript to be mailed via an express mail service (ex: FedEx, DHL) by checking the appropriate box below. **A US \$35 fee will be charged for use of an express mail service and the payment for this service must be included using the credit card payment section below.**

How many transcripts are you requesting? _____

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\$ 5 x (number of transcripts) = _____

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TOTAL _____ I authorize the ELI to charge my credit card for this amount.

Receipt

If you would like us to send you a receipt by email, please provide us with your email address.

Email address: _____

Please return by fax to +1-302-831-6765.