



Obtaining Academic Credit: *Host School Form*

Student Name **Host School Name** **Host City/Country**

Program Duration **Host School Calendar** **Months attended school**
 (year/semester) (semester/trimester/quarters) (Example: February-June)

- Use this form to document your course work and then provide it to your U.S. high school counselor to aid in receiving credit. Steps:
1. Meet with a school official at your host school to provide your coursework and grade equivalency below. It will be helpful if this information is in English. The school official must sign and date this form. In addition, ask for a school stamp or seal on this form, and then place the form in a sealed and signed envelope. If more space is needed, attach additional sheets.
 2. It is **strongly advised** that you also include: A certificate of satisfactory completion, an official school transcript, and/or a list of class descriptions.

Class Title/ Subject	Course Months Ex. Jan-Mar	Host School Grade	Course Description	Teacher Signature

Host School Grade Equivalency:
 Translate the host school grading system to U.S. grades.

Host School Stamp/Seal:

Description	U.S. Grades	Host School Equivalent
Very Good	A	
Good	B	
Average	C	
Below Average	D	
Fail	F	

School Official (print) (signature) Date

Student (print) (signature) Date

