

**OFFICIAL DOCUMENT REQUEST FORM  
FOR STUDENTS NOT CURRENTLY ENROLLED AT ASFM**

**Name of Student:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **Last Grade Level:** \_\_\_\_\_

**Graduation Year (or Last Year of Attendance):** \_\_\_\_\_

1. Please fill out the form to request the documents you need.
2. Make the payment at the Cashier in the Central Office (Open from 8:30am – 12:00pm) or via wire transfer using the banking details provided at the end of this document.
3. Turn in this form to the Counseling Secretary at MSHS [monica.martinez@asfm.edu.mx](mailto:monica.martinez@asfm.edu.mx)  
For Recommendation letters, UPS Shipments and HS Diplomas please read the **Notes \*\*** section below.

QTY	ITEM	ORIGINAL	COPY	TOTAL COST MXN
	High School Transcript *	\$500	N/A	\$
	High School Transcript (digital PDF) **	\$100	N/A	\$
	Middle School Transcript (Not available for HS Graduate students)	\$300	N/A	\$
	Conduct / Enrollment Letter / Extracurricular Activities Letter (English)	\$300	N/A	\$
	Conduct / Enrollment Letter / Extracurricular Activities Letter (Spanish)	\$300	N/A	\$
	<b>Counselor recommendation</b> _____ Name of Counselor	N/A	\$200	\$
	<b>Counselor signature ***</b> _____			
	<b>Teacher recommendation 1</b> _____ Name of Teacher	N/A	\$200	\$
	<b>Teacher signature ***</b> _____			
	<b>Teacher recommendation 2</b> _____ Name of Teacher	N/A	\$200	\$
	<b>Teacher signature ***</b> _____			

**NOTES**

\* **Printed Official Transcript** - Only for students applying outside of Mexico and should be sent directly to the institution/university.

\*\* **Digital Transcript** - Should ONLY be sent directly to the institution / university requesting it.

\*\*\* Recommendation letters will only be provided if ASFM already has a copy on file OR if the teacher has agreed to write a letter for you. If you would like a teacher to write a new letter for you, please get the teacher signature in the space above or if you are out of Monterrey, please have the teacher send an email to the counseling office stating that she/he will write you a recommendation letter. This needs to be completed BEFORE you make the payment.

- Letters of recommendation MUST be sent by the school via courier service.

- It is your responsibility to provide us the following shipping information:  
Name, Address (make sure it is **NOT** a P.O. Box) and Phone Number.

<sup>1</sup> For shipping rates within Mexico please contact the counseling office.

**Shipping Rates**

AMERICA EUROPE	\$1,450	\$
ASIA OCEANIA	\$1,650	\$
MEXICO <sup>1</sup>	***	\$

<b>GRAND TOTAL:</b>		
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Here is the information you will need to complete the transfer payment for the transcript and the shipping service.

### **CURRENT STUDENT**

CONCENTRADORA/OVER THE COUNTER DEPOSIT (PESOS) – BANORTE BANK

Required information at the counter:

1.- Beneficiary: American School Foundation of MTY A.C

2.- Emisora or Concentradora: 26929

3.- Payment Reference: REFERENCIA BANORTE (6 digits) Found in Family Services Portal

If the payment is made through the banking internet portal and requests "Family Number" you must enter the "BANORTE REFERENCE" The cashier validates that the payment reference is correct, otherwise, the payment will be rejected.

4.- Student's Last Names

### **ALUMNI**

TRANSFER TO BANORTE:

Beneficiary: American School Foundation of Monterrey AC

Bank: Banorte

Clabe: 072 580 00120004468 5

Account: 120 00 4468

\*Add a zero before the Account number in case it doesn't seem to work.

Reference: Student ID Number + Documents Shipping

Sucursal: Plaza Tanarah

### **INTERNATIONAL WIRE TRANSFERS (USD) – TD BANK**

Bank: TD Bank, N.A

Bank Address: 300 Delaware Ave, Wilmington DE 19801 USAp

Account Type: Checking

SWIFT: NRTHUS33XXX

Routing Number/ABA: 031101266

Account Number: 4407601023

Beneficiary Name: American School Foundation Of Monterrey

Beneficiary Address: Ignacio Morones Prieto No 1500 Col San Isidro, Santa Catarina

CP. 66190 México

**\*\* Once the payment has been made please send a copy of the receipt to [javier.zea@asfm.edu.mx](mailto:javier.zea@asfm.edu.mx) and [monica.martinez@asfm.edu.mx](mailto:monica.martinez@asfm.edu.mx) so we can account for your deposit**

**Please don't forget to include in the email address where we need to send your transcript or the shipping address and a phone number where your documents need to be sent (in case they need to be sent in printed format directly to the universities). If you have any further questions, please let us know.**