

## Ordering Cambridge AICE Transcripts (Exam Scores)

To have your AICE exam scores accepted for college credit, you **must order your Cambridge transcript yourself** — separately from your high school transcript.

### Important Notes:

- Only passing scores are reported.
- You cannot send a score report to yourself.
- For ease of uploading your photo ID, you may want to complete this process on your phone.
- If you transfer to a different college later, you'll need to complete this process again.

### How to Order Your Cambridge Transcript:

#### Step 1: Go to [NorthPortAICE.com](https://gradetranscripts.cambridgeinternational.org)

- Hover over “**Alumni Resources**” and click “**Transcripts.**”
- Click on “**Link to Transcript Ordering Website.**”  
Or go directly here: <https://gradetranscripts.cambridgeinternational.org>

#### Step 2: Create an Account

- **Use a valid email** you can check immediately — you'll need to verify it via a link.
- **Upload your ID:**
  -  Take a picture of your **license or birth certificate** (no school IDs).
  -  *iPhone users:* If the image is too large, select the photo from your gallery and use the “image size” option at the bottom to reduce it.

#### Step 3: Enter Our Center Information

- **Center Number:** US621 (or type **North Port**)
- **Candidate Number:** Optional — leave blank if you don't have it.

#### Step 4: Add Your Exam Series

You probably took exams over **three years**:

- Enter June of your graduation year (even if you haven't taken those exams yet)
- Click “**add series**” (small button at the bottom)
- Add **June of your junior year**
- Add **June of your sophomore year**
- If you retook any exams, add **November** of the correct year.

 **Note:** You **must list every exam series you took exams in** — or will take (if you're a current student).

## Step 5: Enter College Information

- Type in the name(s) of the college(s) you plan to attend.  
You can list **up to 6 colleges** but you are charged for each one.
- 

## Double-Check Before Moving On

- Did you add **all your exam series**?
  - Did you list your college(s)?
  - Is your ID uploaded correctly?
- 

## Step 6: Submit Payment

**Cost:** \$17 USD per transcript, per college/university.

 **Important Payment Note:** The payment is processed through a **UK company**, so your bank might flag it as fraud — especially with a debit card.

### If your card is declined:

- Log into your online banking to check for fraud alerts or card holds
  - If you can't clear it online, call your bank
  - Some banks automatically freeze international transactions — it's good to check before retrying
- 

## Step 7: Watch for Confirmation Emails

You'll receive an email when your request is received — **this does not mean your results have been sent yet.**

### IMPORTANT:

Regularly check your email until you get a final confirmation that Cambridge has made your scores available. If there's a problem, Cambridge will email you, and they won't send your scores until it's resolved.

---

## What If the College Says They Haven't Gotten It?

If you get your final confirmation from Cambridge, but your college says they haven't received it:

- Your college needs to access the Cambridge portal — they will not receive a physical or emailed copy.
  - Show them the instructions in your confirmation email from Cambridge, which explains this process.
-



## Final Checklist

Before submitting:

- I uploaded my ID
  - I listed **every exam series**
  - I entered my college(s)
  - I submitted my payment
  - I checked my email for confirmations
- 

## ? FAQ

**Q: What if I can't log in to the transcript website?**

A: Check your spam folder for the verification email.

**Q: Can I order my scores to be sent to myself?**

A: No — Cambridge only sends passing scores directly to institutions.

**Q: What if I transfer schools later?**

A: You'll need to repeat this process to send your scores to your new college.

**Q: What if I don't remember my candidate number?**

A: Leave it blank. You do not need it.

**Q: What if my payment is declined?**

A: Ensure that the card you are using allows international transactions. Contact your bank or check your online banking for any fraud alerts or holds on your card.

**Q: What if I didn't pass exams every year?**

A: You only need to list the years you passed exams. If you didn't pass exams during your sophomore or junior year or as retakes, simply don't request those years.

**Q: How long will it take for my college to receive my transcript?**

A: The time varies, but you should expect it to take up to several weeks for past exam scores to be available, depending on the processing times at Cambridge. Check your email for updates on the status. This year's results will be available automatically when scores are released in August.

**Q: How do I check the status of my transcript order?**

A: You'll receive a confirmation email when your request is received, and you can log into the ordering portal to check the status at any time.

**Q: Will my college receive my scores automatically?**

A: Yes — your college will receive your scores directly from Cambridge through their portal. Cambridge will not send a physical copy or email of your scores.