



International Student Guide

Welcome to your guide!

If you are taking classes outside of the U.S. or using credits you earned outside of the U.S., this guide is for you! We've put everything you need to know in one simple guide that you can refer to whenever you need.

Transfer Credits

Excel High School will accept up to 75% of transfer credits toward high school graduation if an official transcript is submitted by the student.

If you earned your credits from a school outside the U.S. that isn't officially recognized by one of [these accrediting agencies](#), your transcript needs a special review. Scholaro will do this review, then send the results to our registrar.



This process can take a few weeks, so it's best to get started on it right away.

Make sure to access Scholaro through the [Excel High School link](#) to ensure EHS receives your results.

Scholaro Guide

For more details, go to the [Credit Transfer](#) page on the website and click on "Transcripts from Schools outside of the U.S."

Why do we need to do a Scholaro evaluation?

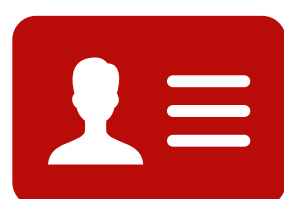
Each country follows their own credit system to measure and track coursework. Scholaro translates credits from other countries to the U.S. credit system so that we can use them toward your EHS high school diploma.



Government-Issued ID

We need your government-issued ID before we can provide your transcript or process your graduation. Submit it right away to ensure it doesn't delay your graduation process later. Examples of government-issued IDs are driver's license, state-issued ID, passport, or military ID, etc.

Your ID must include:



- Your full name
- Your date of birth
- A photo of you

All information needs to be in English or include a notarized English translation. The ID must be valid at the time of a student's enrollment with us.

How to Submit Your ID

Upload a photo of your ID to your Learn Stage account.

ID Upload Guide

Experiencing issues? Email it to graduation@excelhighschool.com.

Addresses and International Shipping

When you graduate, we mail your diploma to you. To successfully send your diploma, we need your current and complete address. Please verify that your Learn Stage account includes the follow information:

- ✓ Building/House Number
- ✓ Street Name
- ✓ Apartment Number (if Applicable)
- ✓ City
- ✓ State/Region
- ✓ Postal Code
- ✓ Country

\$100 for international shipping



If you would like us to ship your diploma to an address outside of the U.S., we require a \$100 shipping fee and ship via FedEx.

Note: We are not able to ship via DHL. We also do not send diplomas electronically.



Paying the Shipping Fee

If you have an international address listed on your account when you graduate, the billing department will add a \$100 fee to your account to be paid before the diploma can be processed and sent.

Additional Fee Payment Guide

If you provide a US address for your packet delivery, it will be sent **free of charge**. The payment will be waived upon receipt of a US mailing address.

Ordering a Transcript

Go to the link below to order a transcript through Parchment.

Order a Transcript

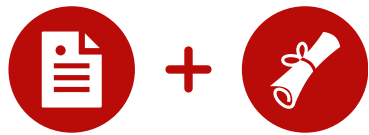
Replacement Diplomas

Use the link below to order a replacement diploma/cover if needed.

Order a Replacement Diploma

Apostilles

Apostilles include a diploma and transcript (2 documents) to be certified by the state of MN. The cost is \$110.



Additional documents to be certified cost \$5 each.

[Order an apostille](#)



Shipping Fee

If the apostille needs to be sent internationally, there is an additional fee of \$100 for shipping.

If you order a graduation packed and an apostille, you only need to pay the shipping fee once.



Processing Time

The time for processing an apostille can take 2-8 weeks from beginning to end.



Apostille Questions?

Questions about Apostilles should be directed to the lead registrar **Nicole Drilling** (ndrilling@excelhighschool.com)

Other Questions?



Billing Questions

Billing questions should be directed to: billing@excelhighschool.com or call 952-465-3700



Official Documents

Questions about transcripts, proof of enrollments, apostilles, and other official documents should be directed to: records@excelhighschool.com



Admissions and Enrollment

Questions regarding enrollment and admissions should be directed to an enrollment specialist or success coach. Email whomever sent you an initial outreach email or call 952-465-3700.



Technical Issues

If you are experiencing technical issues, please submit a [Help Desk Ticket](#) through Learn Stage. Please include as many details as possible. Screenshots of your entire screen where the issue is occurring are also helpful.