1. Visit CIO's website (http://www.cio.mx/en/)

2. Click on *ACADEMICS*

3. On the left Menu at *REPORTS, SCORES, AND TRANSCRIPST* select *REQUEST REPORTS, SCORES, and TRANSCRIPTS*

4. Next, fill in the FORM on the right.

5. Please select your status.
   - CIO's Current Graduate Student
   - Alumni of CIO Graduate Programs
   - External Student (professional service, thesis advising, internship, etc.)
   - Researcher

6. Fill in all the requested information.
   - E-mail
   - Name
   - Last Name (first)
   - Last Name (second)

7. Check the document(s) that you are requesting*
   - Letter of taught courses
   - Verification of regular student
   - Verification of enrollment
   - Transcript
   - Verification of graduation requirements completed or of degree's official documents pending (graduate students)
   - Letter of discharge (external students)
   - ID Replacement
   - Others
   - Verification of external students activities
   - If a special format is needed, please attach sample.
   - Specifications (Special area for relevant specifications and/or explanations, whichever is the case).

   *You can request one or more documents in the same inquiry.

8. Once you submit your request the system will send you a confirmation email (see the format below). It includes the type(s) of request(s) and the date that the document(s) will be ready for pick up. This process takes up to 15 working days or less, according to the Academic Calendar.

Format of the confirmation e-mail for a request

Graduate Studies Office
School Services

Request No. XXXX/XXX/XXX

Dear XXXXXX   XXXX   XXXXX

This is to notify you that we have received your request, and it will be ready for pick up on XX XXXX XX XXXX.

Requested Documents:

- _____

With the following specifications: _____

Should you have any further questions, please contact us.

Sincerely,

School Services
(477) 441-42-00 Ext. 111
servicios_escolares@cio.mx