



HARVARD GRADUATE SCHOOL OF EDUCATION

OFFICE OF THE REGISTRAR

TRANSCRIPT ORDER

The cost for each transcript is \$2.00, payable by check to Harvard University. A student may receive one transcript free of charge after completing a semester of work. All transcript requests must be received in writing, with the original signature of the student. All transcripts are official and will be placed in separate, sealed envelopes. Please allow 3 - 5 business days for processing.

_____ Harvard ID #	_____ Date of Birth
_____ Name (please print clearly)	_____ Street Address
_____ Name when registered (if different from above)	_____ City, State, Zip
_____ Signature	_____ Telephone

Student Status (please check one): current student former student – dates of attendance: _____

Special instructions (optional) for current students only:

I am a candidate for (circle one) Nov. Mar. June degree; please hold the transcript until the degree has been posted.

Please hold until all end of term grades have been posted (I understand that "INC" is considered a grade).

I am expecting a grade change in the course(s) indicated; please hold the transcript until the grade has been updated:
_____ .

Quantity: _____ Pick up Mail

Address (if mailing): _____

Quantity: _____ Pick up Mail

Address (if mailing): _____

Quantity: _____ Pick up Mail

Address (if mailing): _____

Quantity: _____ Pick up Mail

Address (if mailing): _____

If more space is needed, please use the back of this form.

Office use only: Check received: \$ _____ Date Sent/Picked Up: _____