



Transcript Request

The Division of Continuing Education transcript includes Extension School and Summer School courses (credit and noncredit), grades, credits, and, when appropriate, withdrawal notations. Transcripts for degree and certificate candidates also include relevant degree and certificate information.

Official transcripts are embossed and signed by the Registrar. They may be sent directly to third parties or to students in a signed, sealed envelope for delivery to third parties. "Unofficial" transcripts are not embossed or signed by the Registrar. The words "Issued to Student" appear on the face of the transcript. There is no charge for transcripts. Official transcripts are not issued to third parties for students who have not met their financial obligations to Harvard University.

Instructions for Ordering a Transcript

- Print all requested information legibly and in ink.
- Indicate the type(s) of transcript(s) requested.
- Provide exact names and complete addresses of transcript recipients where appropriate.
- Sign the form where indicated.
- Submit completed form(s) by mail or fax to Academic Services, 51 Brattle Street, fifth floor.
- Allow a minimum of 48 hours for processing.

Please Provide All Information Requested

Name _____
First Middle Last

Address _____

City State Zip/Postal code Country (if not US)

Social security/@ ID number _____ Date of birth ____/____/____
Month Day Year

E-mail address _____

Daytime telephone number (____) _____ - _____ Ext. _____

When did you attend Harvard Extension School? _____ Harvard Summer School? _____

Are you currently enrolled? Yes No Are you an admitted Extension School degree or certificate candidate? Yes No

Are you an Extension graduate? Yes No Which program? _____ Date graduated ____/____/____
Month Day Year

I authorize release of my academic record to the recipient indicated below.

Student signature _____ Date _____

Indicate the Type(s) of Transcript(s) Requested

- Unofficial copy marked "Issued to Student" and sent to student's current mailing address. Only one copy per request.
- Official copy sent to the student's current mailing address in a signed and sealed envelope for forwarding to a third party. The third party address is not needed. Number of copies needed _____.
- I prefer to pick up my transcripts. Please call me at (____) _____ - _____ Ext. _____ (local number only) when they are ready.
- Do not send my transcript(s) until the grades for the current term are available.
- Official copy sent directly to a third party. Number of copies needed _____.

Print complete name and address of third party recipient below. Use page 2 for multiple recipients/transcripts.

Name _____
First Middle Last

Address _____

City State Zip/Postal code Country (if not US)

Transcript Request *(for additional requests)*

Complete One Section Per Request

Student name _____ Social Security/Student ID number _____

I authorize release of my academic record to the recipient indicated below.

Student signature _____ Date _____

- Do not send my transcript(s) until the grades for the current term are available.
- Official copy sent directly to a third party. Number of copies needed _____.

Print complete name and address of third party recipient below.

Name _____
First Middle Last

Address _____

City State Zip/Postal code Country (if not US)

Transcript Request *(for additional requests)*

Complete One Section Per Request

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Print complete name and address of third party recipient below.

Name _____
First Middle Last

Address _____

City State Zip/Postal code Country (if not US)