



DOCUMENT REQUEST FORM

Instructions:

1. Fill in all information as requested below and sign the form.
2. Submit form (see submission info on the bottom of the form).

Note: Fees can be paid only by cash or check payable to Harvard University.

Processing Time: Allow 3-5 business days for regular orders. Rush Orders, see instructions below.

STUDENT INFORMATION (* REQUIRED)

*Name _____ HUID# _____
LAST NAME FIRST NAME

*Email _____ *Years Attended _____ to _____

DOCUMENTS REQUESTED

Up to five documents total in any combination below (with the exception of Course Descriptions) are FREE. **Orders of any 6 to 10 documents will incur a \$5.00 fee.** Orders of 11 or more documents will incur an additional \$5.00 fee for EACH additional (single) document. **For multiple documents, please indicate below if you need a separate envelope for each copy.**

	QUANTITY
TRANSCRIPTS	
LETTER OF ENROLLMENT/GRADUATION	
LOAN DEFERMENT FORM (attach form)	
COURSE DESCRIPTIONS (\$5.00 each)	
CUSTOM LETTER*	
*Please provide proposed details of custom letter below.	

SPECIAL INSTRUCTIONS

- ☐ **RUSH ORDER *\$5.00 Fee || Note:** For next-day/24 hour processing this request form must be submitted before 2 pm. **Please note: Course Descriptions cannot be rush ordered.**
- ☐ **SEPARATE ENVELOPE FOR EACH DOCUMENT**
- ☐ **ONE ENVELOPE FOR ALL DOCUMENTS**

DELIVERY DETAILS

☐ **PICK-UP IN STUDENT SERVICES OFFICE**
Pick-up with valid picture ID and to the student/graduate only.
Please e-mail Registrar's office to authorize a third party pick-up.

☐ **(FREE) USPS 1ST CLASS MAIL** ☐ **FED EX**
Allow 2 weeks for domestic mail.
International mail may take longer. _____
ACCOUNT NUMBER

MAIL TO:

ADDRESSEE 1

ORGANIZATION / INSTITUTION

STREET

CITY, STATE ZIP

PHONE (FEDEX ONLY)

MAIL TO:

ADDRESSEE 2

ORGANIZATION / INSTITUTION

STREET

CITY, STATE ZIP

PHONE (FEDEX ONLY)

Student Signature _____ Date ____ / ____ / ____

PREFERRED SUBMISSION METHOD: e-mail a high-resolution scan/picture to registrar@gsd.harvard.edu
OR leave in Document Drop Box outside the Student Services Office, Gund Hall OR fax to 617.495.8949