



Requests are generally processed within **5 - 7 business days** after being received by Registrar Services; However, during certain times of year processing may take longer and last minute requests may not be honored.

- ➔ **Completed request forms may be faxed: 617-432-3881 or emailed: Registrar_Services@hsdm.harvard.edu**
- ➔ **Signed "release of information" form must accompany all requests.**
- ➔ **We do not provide electronic or phone verifications; email is not a delivery option at this time.**

Verifier's Information:

First Name	Last Name
Company/Institution Name	City, State
Email Address	Phone #

Student/Alumni Information:

First Name	*Last Name
<i>*Indicate any other name(s) possibly used while enrolled at HSDM (i.e. maiden name, legal name change, etc.)</i>	
HSDM Degree (if applicable): _____	
HSDM Specialty (if applicable): _____	
Graduation Date: _____	

You are requesting the service(s) below for the purpose of: _____

SERVICE:	
Form To Be Completed <small>(please include when submitting this request)</small>	Qty: _____
Graduation Verification Letter <small>(letter includes program, enrollment dates and degree and/or certificate awarded)</small>	Qty: _____
Enrollment Verification Letter <small>(letter includes program, matriculation date, and expected graduation date)</small>	Qty: _____
DELIVERY OPTIONS:	
Fax	<input type="checkbox"/>
Mail	<input type="checkbox"/>

Fax To:

Company/Institution Name	Recipient Name
Recipient Fax	

Mail To:

Company/Institution Name		
Recipient Name/ Attention To		
Address		
City	State	ZIP Code

Additional Information: