



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](mailto: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:**

**Student/Alumni Information:**

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

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

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

<b>SERVICE:</b>	
<b>Form To Be Completed</b> <small>(please include when submitting this request)</small>	Qty: _____
<b>Graduation Verification Letter</b> <small>(letter includes program, enrollment dates and degree and/or certificate awarded)</small>	Qty: _____
<b>Enrollment Verification Letter</b> <small>(letter includes program, matriculation date, and expected graduation date)</small>	Qty: _____
<b>DELIVERY OPTIONS:</b> <span style="color: red; font-size: small;">We do <u>NOT</u> send ANY documents via email.</span>	
<b>Fax</b>	<input type="checkbox"/>
<b>Mail</b>	<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

**Please use this space for special instructions or information:**