

## Transcript/Enrollment/Graduation Verification Request Form for:

## **Alumni / Former Students (before 2000)**

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.

- We do not provide electronic transcripts or verifications; email is not a delivery option at this time.
- Completed request forms may be faxed: 617-432-3881 or emailed: registrar\_services@hsdm.harvard.edu
- → Transcript requests should be mailed, along with payment. See <u>Transcript Payment Information</u>

Please Provide Your Information.	<u> </u>		Which program were you en  ☐ DMD ☐ DMSc ☐	rolled in: MMSc
First Name *Last Name			Indicate certificate track/specialty:	
*Indicate any other name(s) used while an enrolled student, if applicable (i.e. maiden name, legal name change.			Did you complete the program: Yes No  Graduation Date: You are requesting the service(s) below for the purpose of:	
Email Address	Phone #			
SERVICE:			Transcript Payr	ment Information
Official Transcript	Qty: x	\$3.00	There is a \$3 fee per transcript, be received before transcripts w	per program. Full payment must ill be mailed– <i>No Exceptions</i> .
Unofficial Transcript	Qty:	no fee		t credit cards at this time.
Graduation Verification Letter (letter includes enrollment dates and degree and/or certificate awarded)	Qty:	no fee	Checks/money orders should be made payable to HSDM and mailed to:  HSDM Registrar Services  Attn: Transcript Request  188 Longwood Avenue  Boston, MA 02115	
Form(s) To Be Completed  (make sure to fill out your part of the form and include it when submitting this request.)	Qty:	no fee	Fax To:	
DELIVERY OPTIONS:	Check at least one option	We do <u>NOT</u> send <u>ANY</u> documents via email.	'	pany/Institution Name (if applicable)
Fax (for unofficial transcripts, letters, or forms)			Recipient Fax and Phone #	
Pickup from Registrar Services			Mail To:	
(you will be notified via email when request is ready				
Mail via Standard USPS				
Please use this space for special instr	uctions or info	ormation:	ine 2	
			ine 3	
			ine 4	
information regarding official transcripts and legation to the University. Official Transcripts contain ure and School seal. Transcripts sent directly to all a transcript may not be available; therefore, a splates of enrollment and degree and/or certificate and	coursework atter umni/former stude ecial graduation v	npted by the st ents will be star	i, is printed on secure University transcri "Transcript Issued to Student". Dependi	pt paper and includes the Registrar's signaing on the program and years of enrollment
y signing below, I authorize the <i>Harvard Sch</i> formation to the parties stated above:	nool of Dental M	edicine to pr	s my request and release my officia	Il transcript(s) and/or other requested
X Signature				Date
Oignataro				Bato