



Office Use Only 2/2017	
Received on ____ / ____ / ____	
<input type="checkbox"/> Processed	<input type="checkbox"/> Fees Paid
Staff Initial _____	

DOCUMENT REQUEST FORM

Instructions: Fill in all information and sign the form. Submit form (see submission info on the bottom).

Fees: For Rush Order, Course Description, and multiple document order fees the only accepted methods of payment are in cash or a check payable to Harvard University.

FedEx: To obtain a shipping label visit UEMS and create an account: <https://study.eshipglobal.com/>

Make sure to select FedEx only! For sender select Harvard University -> then GSD - Registrars Office.

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

STUDENT INFORMATION (* REQUIRED)	
*Name _____	HUD# _____
LAST NAME	FIRST NAME
*Email _____	*Years Attended _____ to _____

DOCUMENTS REQUESTED

Up to a total of five documents 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 <i>(attach form)</i>	
COURSE DESCRIPTIONS <i>(\$5.00 each)</i>	
CUSTOM LETTER*	
<i>*Please provide proposed details of custom letter below.</i>	

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. Obtain shipping label via UEMS: International mail may take longer. <https://study.eshipglobal.com>

RECIPIENT 1:

FULL NAME OF ADDRESSEE, ATTN: TO, ETC.

ORGANIZATION, INSTITUTION, COMPANY, ETC.

STREET ADDRESS, PO BOX, APT NUMBER, ETC.

CITY, STATE, ZIP, COUNTRY

PHONE (REQUIRED FOR FEDEX OPTION)

RECIPIENT 2:

FULL NAME OF ADDRESSEE, ATTN: TO, ETC.

ORGANIZATION, INSTITUTION, COMPANY, ETC.

STREET ADDRESS, PO BOX, APT NUMBER, ETC.

CITY, STATE, ZIP, COUNTRY

PHONE (REQUIRED FOR FEDEX OPTION)

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