



John F. Kennedy School of Government
Office of the Registrar
79 JFK Street, Box 86
Cambridge, MA 02138
Phone: (617) 495-1150 Fax: (617) 496-3182
www.ksg.harvard.edu/registrar

TRANSCRIPT REQUEST

The cost for each transcript is \$2, payable by cash or check to Harvard University. All transcript requests must be received in writing, with the original signature of the student. All transcripts are official and will be placed in separate, sealed envelopes. Processing time may vary depending on the time of year and volume of requests. Please allow 3-5 business days to process your request from the day we receive it (weekends and school holidays are not considered business days).

Harvard ID # _____

Name (print clearly) _____

Phone Number _____

Signature _____

Student Status (please check one): current student former student – dates of attendance _____

Special instructions (optional) for current students only:

- I am a candidate for (circle one) Nov. Mar. June degree; please hold the transcript until the degree has been posted.
- Please hold until all end of term grades have been posted – will be ready around March 1st or July 1st.

Quantity: _____ Pick up Mail

Quantity: _____ Pick up Mail

Address (if mailing): _____

Address (if mailing): _____

Quantity: _____ Pick up Mail

Quantity: _____ Pick up Mail

Address (if mailing): _____

Address (if mailing): _____

Office use only: Date paid: _____ Date Sent/Picked Up: _____