

TRANSCRIPT REQUEST FORM

Transcripts are not issued until all outstanding accounts with the college are paid. These may include unpaid tuition, bought or lost library materials, lost-key costs, room damage costs, etc. Bard College Berlin charges € 4 for transcripts to destinations outside of Germany and € 2 for transcripts to destinations within Germany. Transcripts that are picked up from the Registrar's Office are free of charge and will be stamped "Issued to the Student". Requests will be processed as quickly as possible. Please allow at least five working days to process a request; extra time may be necessary during peak periods (e.g. end of semester, registration, etc.)

Name: _____ Date of Birth: _____

Email: _____ Tel.: _____

Program(s)/Dates attended: _____

Current Address: _____

Student Signature: _____ Date: _____

Instructions for this request:

Number of copies _____

I will: Pick-up transcript from Registrar's Office Please mail for me (note mailing fee above)

Issue Now Hold for current semester grades Hold until end of program

Please check one: Official (pick-up or postal mail only) / Unofficial (digital possible)

Sealed and signed envelope(s) Deadline: _____

Directions for mailing:

In the space below, please type the complete name and address of the person or organization to receive the transcript. Don't forget the department within the university (i.e. Admissions), if applicable.

Office use:

Date received Date processed Processed by

Note: _____