

# GSD Harvard Graduate School of Design

## Document Request Form

---

### Instructions

1. Please fill out all of the information requested below, and sign where indicated.
  2. If possible, please enclose a pre-addressed envelope.
  3. Transcripts are free. For copies of course descriptions from the catalogue, please include a \$5.00 fee.
  4. Return the completed form to the GSD, Office of Student Services, Gund 422, Cambridge, MA 02138, or fax to 617-495-8949.
  5. Allow three business days for processing.
- 

**Rush Orders:** Please check this box if you would like to receive your document(s) within 24 hours. Please include a \$5 fee (cash or check only) when you turn in your request form. You may not request more than three documents in any 24 hour period in a rush order.

---

### Student Information

Mr.  Ms.  Mrs. Student Name \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Degree Program \_\_\_\_\_ Dates of Attendance \_\_\_\_\_  
Signature Required \_\_\_\_\_

### Transcript Request (Please check all that apply)

- I will pick up \_\_\_ copy(ies) at the Office of Student Services  
 Please send \_\_\_ copy(ies) to the address(es) listed below  
 Delay sending until this semester's grades are processed  
 Include course descriptions (\$5.00 fee per set – check or cash only)

### Letter of Certification Request (letter including program, start and end dates - may be customized)

- I will pick up \_\_\_ copy(ies) at the Office of Student Services  
 Please send \_\_\_ copy(ies) to the address(es) listed below

### Loan Deferment Request (attach lender deferment form if necessary)

- I will pick up \_\_\_ copy(ies) at the Office of Student Services  
 Please send \_\_\_ copy(ies) to the address(es) listed below

### Other instructions

\_\_\_\_\_  
\_\_\_\_\_

**\* For multiple copies of documents, please specify if they should be placed in separate envelopes.**

1. Addressee/Institution \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Addressee/Institution \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_