



DOCUMENT REQUEST FORM

All transcripts should be requested through the [GSD Online Order Form](#).

Instructions:

1. Fill in all information requested below and sign the form.
2. Submit form to registrar@gsd.harvard.edu.

Note: We are unable to utilize surface mail at this time.

Processing Time: Allow 2-3 business days.

STUDENT INFORMATION (*Required)

*Name _____ HUID# _____
LAST NAME FIRST NAME

*Email _____ *Years Attended _____ to _____

DOCUMENTS REQUESTED

Letter of Enrollment / Graduation

Loan Deferment Form (*attach form*)

Custom Letter*

**Please provide proposed details of custom letter below*

DELIVERY DETAILS

Documents can only be provided via email at this time. Please list the relevant details below.

EMAIL TO:

ADDRESSEE
ORGANIZATION / INSTITUTION
EMAIL ADDRESS

Student Signature: _____ Date: ___ / ___ / ___