

BOWDOIN COLLEGE

TRANSCRIPT REQUEST FORM

Instructions:

- All requests for transcripts must be in writing and must include your signature. (We can only accept a request by email if the email includes a scan of your signature.)
- Print this form, complete it, and either:
 - Mail it:**
Office of the Registrar
Bowdoin College
4500 College Station
Brunswick, ME 04011-8436
 - OR**
 - Fax it:**
207-725-3338
- We do not charge for transcripts (except for expedited shipping—see next bullet).
- We can fax and/or mail transcripts. All faxed transcripts are also mailed. All mailed transcripts are sent regular mail unless express mailing is requested. Upon request, transcripts can be sent via Federal Express for a \$20 fee per address.
- **IMPORTANT!** Be sure your request contains your signature.
- Approximate processing time for transcripts is 1-2 business (M-F) days.
- Questions? Email (registrar@bowdoin.edu) or call (207-725-3521) the Office of the Registrar.

Answer All Questions Below

- Your Name (please print): _____
- Your Name while attending Bowdoin (if different): _____
- Class Year or Student ID Number: _____
- Today's Date: _____
- Signature (required):** _____
- Your Phone Number (in case we have questions): _____
- Number of Transcripts you are requesting: _____
- Current Students, choose one:* ___ Please send transcripts now.
___ Please send transcripts only after this semester's grades are posted.
___ Please send transcripts now AND after this semester's grades are posted.
- Check here ___ if you want this transcript sent by Federal Express. Please include a check or money order for \$20 per address.
- Check here ___ if you will pick up your transcript. (Remember to bring a picture ID with you.)
- Instructions for Sending Transcript(s). (Use additional page if necessary.)

Mail Transcript(s) to:

(Provide complete address as well as the name of an individual or department.)

Fax Transcript(s) to:

(Provide fax number as well as the name of an individual or department.)

[Remember to include a MAILING ADDRESS in the left box as well.]

OFFICE OF THE REGISTRAR

4500 College Station • Brunswick • Maine 04011-8436 • Tel 207.725.3521 • Fax 207.725.3338 • registrar@bowdoin.edu

Office Use: Transcript Sent: _____

25 Apr 2008