**Bowdoin College Transcript Request Form**

Print form, fill out in its entirety, and either turn in, mail, or scan it to a pdf and email to:

**Office of the Registrar**
4500 College Station
Brunswick, Maine 04011-8436
Tel 207.725.3521 • registrar@bowdoin.edu

<table>
<thead>
<tr>
<th>Personal Information (please print):</th>
<th>□ Current Student  □ Former Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID __________________________</td>
<td>Class Year/Dates of Attendance __________________________</td>
</tr>
<tr>
<td>Full Name __________________________</td>
<td>Name while attending, if different from above __________________________</td>
</tr>
<tr>
<td>Street __________________________</td>
<td>City __________________________ State/Country __________________________ Zip __________________________</td>
</tr>
<tr>
<td>Email __________________________</td>
<td>Phone __________________________</td>
</tr>
</tbody>
</table>

**Signature (required)**

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**Recipient Information:**

- [ ] I will pick up _____ (number of transcripts) at the Office of the Registrar
- [ ] Please send _____ (number of transcripts) to my Smith Union Box #_______
- [ ] Please mail _____ (number of transcripts) to me at the address listed above

Please send _____ (number of transcripts) to the following address:

- Institution/Name ________________________________________________________________
- Address ________________________________________________________________
- City, State/Country, Zip ________________________________________________________________

- [ ] Check here if you are attaching an extra sheet for additional addresses or special instructions

**Processing Options:**

- [ ] NOW- transcript will reflect the current grades/classes as of the day requested
- [ ] HOLD FOR GRADES- transcript order will not be printed until after the end of the semester
- [ ] INCLUDE THE ATTACHED FORM WITH MY ORDER

**Shipping Method:**

- [ ] Picking Up  □ Campus Mail  □ Regular US Mail
- [ ] Next Day Service through Federal Express (see the box below if selecting this option)

**For Fed-Ex Only:** Phone # of the Transcript Recipient __________________________

Shipping is $20.00  □ Cash/Check is attached  □ Cash/Check will follow (Checks can be made out to Bowdoin College)

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You may also fax to 207.725.3338 but we strongly recommended that you follow-up with a call or email to confirm receipt of the fax.

*Aside from express shipping, there is no charge for transcripts. Requests are processed within 3 to 5 business days in the order in which they are received. Confirm receipt of transcript with recipient before contacting the Office of the Registrar. Current students may obtain unofficial transcripts online via Polaris. Visit www.bowdoin.edu/registrar for more information about Bowdoin’s transcript policies.*