

## INSTRUCTIONS FOR ORDERING A TRANSCRIPT

Transcripts of student records must be requested in writing from Bard College in upstate New York. Faxed requests are acceptable, but e-mailed requests are not.

Written requests may be submitted by:

1. completing a Transcript Request Form
2. mailing or faxing a letter to the Registrar's Office

Your request must contain the following information:

- Full name
- Student ID number
- Telephone number, or email address
- Dates of attendance or year of graduation
- Address(es) to which the transcripts are to be mailed
- Student signature
- Fee per copy payable by check or money order

Services and Fees

**Fee** - \$3.00 per copy, payable to Bard College

**Processing Time** - usually within 7 days

**Please Note:** Transcripts will not be issued to anyone who has not met their financial obligations to the College. No transcripts will be released except upon the written authorization of the student.

**Send to:**

Office of the Registrar

Bard College

PO Box 5000

Annandale on Hudson, NY 12504

Phone: (845) 758-7458

Fax: (845) 758-7036