

## TRANSCRIPT REQUEST, STUDENT COPY

If the official transcript is to be returned to you in a sealed envelope, do not fill out this form; use the Official to Student form. To order official transcripts to be sent directly to an institution or organization, use the Official Transcript form.

Last Name	First Name	Middle Name
Last Name While Attending Barnard	Barnard ID	Dates of Attendance at Barnard

<b>My Current Address</b>	
	Street Address
	City, State, Zip (and country, if outside USA)
<b>Email Address</b>	
<b>Signature (REQUIRED)</b>	

**Please send me a student copy of my transcript.**

**I would like my  BA,  Post-Bac, or  both transcript(s) sent.**

**Transcript Fees:** \$3 per transcript for first 10 transcripts, \$1 for each additional transcript.

**Mailing Fees:** There is no charge for domestic or international First-Class Mail. If you prefer expedited shipping, please check one of the following options:

\_\_\_\_\_ USPS Priority Mail: \$7 additional (domestic addresses only)

\_\_\_\_\_ USPS Global Priority mail: \$30 additional

\_\_\_\_\_ USPS Express Mail (will deliver to a P.O. box): \$25 additional for domestic addresses; \$60 additional for international addresses

\_\_\_\_\_ FedEx (will not deliver to a P.O. Box): \$20 additional for domestic addresses; \$30 additional for international addresses. **If you choose FedEx, you must provide a phone number for delivery address:** \_\_\_\_\_

**Transcript Fees:**     \$ \_\_\_\_\_

**Mailing Fees:**        \$ \_\_\_\_\_

**Total Due:**            \$ \_\_\_\_\_

Fee should be enclosed if you are mailing this request; we will bill you if your request is faxed or emailed. We cannot release a transcript if there is a hold on your account.