



Official Transcript Request Form

Last Name: _____ First Name: _____ M.I.: ____ Former Name(s): _____

Home Phone: _____ Work Phone: _____

Number of Transcripts Requested: _____

PLEASE MAIL TRANSCRIPTS
TO:

Name/Company/Institution: _____ Attention (Person or Dept): _____

Address: _____

City: _____ State: _____ Zip Code: _____

I am currently a student at The Boston Conservatory.

Degree Program: _____

From _____ to _____.

I am not currently attending The Boston Conservatory.

I last attended: _____

Degree Program: _____

From _____ to _____.

If you graduated, what year? _____

If you withdrew, what year? _____

Send transcripts now.

Hold to pick up.

PLEASE READ:

1. Allow a minimum of 3 to 5 days for processing upon receipt of request.
2. All financial obligations must be reconciled before transcripts are released.
3. **A fee of \$5.00 is charged for each copy.**
4. **An additional fee of \$25.00 is charged (per address) to Fed Ex ship.**
5. Use a separate form for each address to which you are forwarding transcripts.
6. Make check or money order payable to The Boston Conservatory. Cash payments go directly to Bursar.

Student Signature: _____ Date: _____