



Office of the Registrar
Bard College
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Annandale-on-Hudson, NY 12504

Phone: (845) 758-7458
 Fax: (845) 758-7036
 Email: transcripts@bard.edu

OFFICE USE ONLY

Date Received: _____

Paid \$ _____

Cash _____ Check/MO # _____

Date Sent/Picked Up: _____

Transcript Request

NAME (please print): _____

STUDENT ID# or Date of Birth: _____

Name used during attendance: _____

Email Address: _____ Phone: _____

SIGNATURE (REQUIRED): _____ **Date:** _____

Please print the name and address of the person, institution, or firm to which the transcript should be sent:
You can request transcripts to be sent to 2 different addresses using this form. Additional addresses can be attached.

Address 1 (Number of copies requested: _____)

Address 2 (Number of copies requested: _____)

Official Unofficial

Official Unofficial

Please complete all applicable information below.

Dates of Attendance: _____

I would like my transcript:

Currently Enrolled? Yes No

- Mailed now
- Held for final grades
- Will pick up (Date) _____
- Other: _____

Enrollment Information:

- Undergraduate:**
- Bard College
 - Bard High School Early College
 - International Programs _____
 - Other: _____

- Graduate Program:**
- BGC ICP
 - CCS MAT
 - BCEP CONS
 - MILTON AVERY

Degree and date received: _____

You can mail or fax this form using the above information. Emailed submissions will only be accepted if this form is scanned with an original signature. **Please allow up to 5 working days for processing.**

Pricing: A fee of \$3.00 is charged for each **official** transcript. We accept cash, check, or money order made payable to Bard College. Payment can be sent to the above address if requests are submitted via fax or email. **Unofficial transcripts are free.**

The college is not obliged to issue a transcript to any student whose financial obligations to the college have not been met.