



## TRANSCRIPT REQUEST FORM

Transcripts are not issued until all outstanding accounts with the College are paid. These may include unpaid tuition, bought or lost library materials, lost-key costs, room damage costs, etc. Bard College Berlin charges €5 for transcripts to destinations outside of Germany and €3 for transcripts to destinations within Germany. Transcripts picked up from the Registrar's Office are free of charge and will be stamped "Issued to the Student". Requests will be processed as quickly as possible. Please allow **at least five working days** to process a request; extra time may be necessary during peak periods (e.g. end of semester, registration, etc.)

Name: \_\_\_\_\_ Date of Birth (dd.mm.yyyy): \_\_\_\_\_

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

Program(s)/Dates attended: \_\_\_\_\_

### Instructions for this request:

#### Official (Physical) Copy:

- ☐ Pick-up from Registrar's Office  
(free of charge)
- ☐ Please mail for me to the below address

**(note mailing fee above; payment details  
to be shared once transcript request  
has been submitted)**

#### Unofficial (Digital) Copy:

- ☐ Email to:

\_\_\_\_\_

\_\_\_\_\_

Further notes or requests for the transcripts (specific recipients, mailings or dates, etc.):

\_\_\_\_\_

Mailing Address (please fill out legibly and include relevant department name and recipient where applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_