Office of the Registrar
Bard College
30 Campus Road
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: ____)

_____
_____
_____
_____

☐ Official ☐ Unofficial

Address 2 (Number of copies requested: ____)

_____
_____
_____
_____

☐ Official ☐ Unofficial

Please complete all applicable information below.

Dates of Attendance: _____

Currently Enrolled? ☐ Yes ☐ No

I would like my transcript:
- ☐ 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.