

Transcript Request - Bard College at Simon's Rock

****Please note: transcripts cannot be released if there is a balance owed the college****

Current Name (*please print*): _____

Bard College at Simon's Rock ID: _____ (leave blank if not known)

Name while at SRC (if different): _____

Status: Current student: _____ (*fees will be charged to your account pending Business Office approval*)

Alumni/ae: _____ Dates attended: _____

Would you like us to update your contact data in our records?
Yes

Current Address _____

WAIT for semester final grades before sending? Yes

Daytime phone number _____

E-Mail address _____

SIGNATURE (required by Federal Law): _____

Transcript(s) to be sent to the following INSTITUTION(s): (*Specify full name AND address, including department or individual in charge of your application. Transcripts sent to the general admission address often get lost at large universities. Attach sheet(s) with additional schools and addresses.*)

If you'd like to send to YOURSELF, specify your name and address or campus mailbox number.

Fax (only if faxing): _____

Fax (only if faxing): _____

Please indicate how many copies:

Please indicate how many copies:

mailed official copy _____

mailed official copy _____

mailed unofficial copy _____

mailed unofficial copy _____

faxed only _____

faxed only _____

mailed and faxed _____

mailed and faxed _____

Handling (*see fees below*):

Handling (*see fees below*):

Regular Mail _____ Priority _____ Overnight _____

Regular Mail _____ Priority _____ Overnight _____

If OVERNIGHT, MUST supply phone number of addressee: _____

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Transcript Charges:

\$5.00 for a mailed copy, \$2.00 for each additional copy in the SAME request (does not have to be the same recipient)
\$10 for a faxed unofficial & mailed official copy
\$7.00 for a faxed unofficial copy only

Priority Mailing Charges (in addition to transcript charges):

\$4.95 USPS priority mail (3-5 day delivery in US ONLY)
\$18.30 for USPS express mail (overnight delivery US ONLY)

Fax your request to the Registrar: 413-528-7248 or **mail** to:

Registrar, Bard College at Simon's Rock, 84 Alford Road, Great Barrington, MA 01230

Contact: phone: 413-644-4283 or email moira@simons-rock.edu

Office use only	Bus. Office appr.		cc/ch/sa:		Sent:	Int:	
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Processing time: 3-5 business days (up to seven business days at the beginning & end of the semesters). This does not include mailing time.

**** We cannot e-mail transcripts ****

International Overnight Mail Charges:

Please note that international **overnight** mail charges may run in excess of \$50, depending on the country. Please contact us at 413-644-4283 or email moira@simons-rock.edu to arrange this type of shipment.

PAYMENT INFORMATION:**By check:**

Make check payable to: Bard College at Simon's Rock and mail with transcript request to: Registrar, Bard College at Simon's Rock, 84 Alford Road, Great Barrington, MA 01230.

By credit card:

Do not send credit card information through e-mail. Credit card information should only be faxed to 413-528-7248, or called in via telephone to 413-644-4283 or 413-528-7201.

Your Name: _____

Name of Card (if different): _____

VISA or MASTERCARD only # (circle): _____

Expiration date: _____ Amount to charge: _____

<i>For Office Use Only</i>				
		Quantity	Type	Amount
			Transcript(s)	
Date of Transaction:			Priority	
Transaction Number:			Overnight	
Initials:			Total Amount Charged:	

Charging your student account:

Current students only: We CAN charge your student account. However, we **cannot** charge your student account between semesters (ie: after the last day of classes). Please be sure to provide an alternate payment method during these times. **Leave to Study Away Students:** We are **unable** charge your student account.

Your Name: _____

ID: _____ Date: _____

Below for Office Use ONLY

<i>For Office Use Only</i>			
Detail Code Activity	Charge	Credit	Notes
ATRF			
ATRF			
ATRF			