



Transcript Request Form *(You may photocopy this form if necessary)*

Harvard Law School Graduate Program • 1557 Massachusetts Avenue • Cambridge, Massachusetts 02138-2995, USA

TO THE APPLICANT:

Please complete the first part of this form and give it to the registrar or administrative officer in charge of student records at each of the universities and/or law schools you have attended. You should also give that officer the "Transcript" envelope provided with this application (or provide one of your own), addressed to you. Ask the registrar to return the transcript (together with this form) to you in the envelope, which must be sealed and signed across the seal (back flap) by the registrar. **Do NOT open** the envelope or break the seal when it is returned to you. Submit the sealed transcript with your other application materials. The registrar may also mail the letter directly to the Graduate Program at the address above.

If your transcript is not provided in English, please include if possible a certified translation into English done by a qualified translator (other than the applicant). *(See p. A-4 for detailed instructions.)*

Name of applicant: _____ / _____ / _____
Surname (family name) Given (first) name Middle name

Name of school: _____

Location of school: _____ Field of study (if applicable): _____

Dates of enrollment: _____ Degree and date awarded: _____

I hereby authorize the release of a transcript of my academic record to the Harvard Law School Graduate Program.

Signature of applicant: _____ Date: _____

TO THE SCHOOL:

The applicant named above is applying to the Harvard Law School Graduate Program and requests that a transcript of his or her academic record be released to the Graduate Program Admissions Office. Please answer the questions below and attach an official copy of the applicant's transcript to this form, placing both in the envelope provided. Please seal the envelope and sign across the envelope seal (back flap) to ensure confidentiality, and then return the sealed envelope to the applicant so it can be included with his/her application. If your school's procedures discourage the sending of an official transcript to the applicant, you may send it directly to the address above. *(Note: Please feel free to use the back of this form or attach a separate sheet if necessary.)*

1. Please indicate the applicant's degree: _____ Date awarded or expected: _____
2. If available, please give the applicant's cumulative grade point average _____, rank _____, and size of class _____
3. Please indicate any academic honors awarded to the applicant: _____
4. Please provide an explanation of the grading system (for example, A = 4, B = 3, etc.) and the marking or grading distribution (from high to low) used at your institution: _____
5. If a copy of the applicant's academic record cannot be provided, please indicate the reason: _____
6. If the applicant has failed or repeated a course, would this be indicated on the academic record? Yes No
7. If classroom instruction is not in English, please indicate the language used: _____

Authorized signature: _____

Name of person completing form: _____
(Please print)

Position or Title: _____

Address: _____



Please return this form as soon as possible directly to the applicant in the envelope provided.