



ALUMNI RECORD REQUEST FORM

HARVARD UNIVERSITY
 FAS Registrar's Office
 Smith Campus Center, Suite 450
 1350 Massachusetts Avenue
 Cambridge, MA 02138
 (617) 495-1543
 fileviewing@fas.harvard.edu

Information Regarding File Viewings:

- Requests are processed in the order in which they are received. During peak periods, alumni may wait up to **45** days between the time they submit the request form and when they view their information.
- **If you applied more than 4 years ago, your Admissions notes are no longer maintained by the College.**
- If you waived your right to view recommendations when you applied, you are not permitted to view those records.

Full Name:

Birthdate:	House Affiliation:	Degree:	Graduation Year:
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What records are you requesting to view? Please check all that apply.

Application
 Letters of Recommendation
 Other

If you checked other, please elaborate in the space below.

Email:	Phone Number:
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Signature:	Date:
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Office Use Only:

Ticket #:
