



STUDENT 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, students may wait up to **45 days** between the time they submit the request form and when they view their information.
- **Admissions notes are kept on file for 4 years. Your educational record is kept forever. If you applied more than 4 years ago, your Admissions notes are no longer maintained by the College.**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:		Date of Birth:
Student ID #:	House or Yard Affiliation:	Anticipated Graduation Year:

What records are you requesting to view? Please check all that apply. Email completed PDF request from your Harvard issued email address to fileviewing@fas.harvard.edu for processing.

Application
 Admissions Notes
 Recommendations (if not waived)

Email:	Phone Number:
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You will be authorized to access these materials, solely for the purpose of inspection, for 24 hours. Please note that you are prohibited from recording, photographing, taking a screen shot, or otherwise preserving in any way this information.

We remind you that as set forth in the Harvard College Student Handbook, the College expects honesty in dealings with members of this community and prohibits, among other things, any collection of information from a computer system that is not authorized.

Please enter your name below to acknowledge that you will comply with these provisions.

Signature:

Date:

Office Use Only:

Date Received:
Ticket #: