



Office of the University Registrar
 29 Everett Street
 Cambridge, MA 02138-2790
 Phone: 617.349.8740
 Toll Free: 800.999.1959 X8740
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TRANSCRIPT REQUEST FORM

THIS TYPE OF TRANSCRIPT is issued to students needing proof of courses taken and degree(s) conferred by Lesley University, if any. It does not verify completion of program requirements prior to conferral.

- » A standard transcript includes information on degree conferred, if any, and date. It does not verify completion of program requirements prior to conferral. To obtain a Requirements Completed Transcript, go to www.lesley.edu/transcripts/ and use the printable request form.
- » Do not use this form if you have just completed an educator licensure program, and have not yet requested an Endorsed Transcript for Educator Licensure. Instead, go to www.lesley.edu/endorsed-transcript-request/ and fill in the online form.
- » Please allow 3–5 business days, plus mailing time, for processing.
- » Official and unofficial transcripts are also available to current students and those who graduated after 1989 on a walk-in basis during normal business hours, with proper identification and fee.
- » If you require additional information, see instructions below.

MAIL FORM TO: Office of the University Registrar, Lesley University, 29 Everett Street, Cambridge, MA 02138-2790.

Please print (include all information and sign at bottom):

# of copies requested	Dates of attendance (from - to)	Degree earned	School of attendance, if known (LUCAD/AIB, School of Ed, etc.)	
Last, First, Middle			Lesley Student ID #	
Name while attending Lesley, if different			Date of Birth	
Street/Box #	City	State	Zip	
Telephone (H)	Telephone (W)	Email		

Send transcript to (if different from above address):

Name	Organization
Street/Box #	City
	State
	Zip

Additional instructions:

- I attended Lesley prior to 1990. (Dates of attendance must be listed above.)
- Hold for current semester grades.
- Hold for specific course grade(s) listed here: _____
- Hold until degree conferral is posted to the transcript. (This refers to graduation dates in August, November, February, and May.)
- I need course description information for the following course(s):

Fees

- Transcript Fee (\$5.00 per copy)
- Course Description Fee (\$5.00 per request)

Payable by check only. Please make check payable to Lesley University.

Mail to: Lesley University, Office of the University Registrar, 29 Everett Street, Cambridge, MA 02138-2790

Please note: All financial obligations must be met before a transcript will be released.
 If you require this document urgently, additional charges will be applied to your account for mailing.

Student's Signature (required for all types of request/payment)	Date
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