



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- **If you applied more than 4 years ago, your Admissions notes are no longer maintained by the College.**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:
-------------------	---------------------------	----------------	-------------------------

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:
---------------	----------------------

Signature:	Date:
-------------------	--------------

We will collect the records from the appropriate offices and schedule your viewing at the Registrar's Office within **45** days of your request.

OFFICE USE ONLY

DATE RECEIVED: