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**TRANSCRIPT REQUEST FORM FOR ALUMNI ENROLLED AT  
THE FRIEDMAN SCHOOL PRIOR TO 2006**

- The electronic official transcript is not an available option to alumni enrolled at the Friedman School prior to 2006 since these academic records are not housed electronically in SIS.
- Please complete this request form for a hard copy official transcript to be sent to you or to a third-party and email the completed form to [nutritionregistrar@tufts.edu](mailto:nutritionregistrar@tufts.edu).
- We will work with Tufts University's Archives to obtain your official transcript via microfiche. The turnaround time to process this type of request may exceed our typical turnaround time and will likely take 10-15 days for processing and U.S. Postal Mail delivery. See below for directions if you want your hard copy official transcript sent to you or to a third party via FedEx delivery.

Student Name (when attending Tufts) \_\_\_\_\_

Current Name (if different from when attending Tufts) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Last four numbers of SSN \_\_\_\_\_

Dates Attended \_\_\_\_\_

- Write address below where the hard copy official transcript should be mailed:
  
  
  
  
  
- Number of copies of the hard copy official transcript should be mailed to the address you entered above: \_\_\_\_\_

- Do you want the hard copy of your official transcript request to be sent via FedEx?

YES \_\_\_\_ or NO \_\_\_\_

If yes, you will need to email to [nutritionregistrar@tufts.edu](mailto:nutritionregistrar@tufts.edu) a self-pre-paid international mailing label (only FedEx), and we will work with Tufts University's Archives process the hard copy official transcript request for you. Please note this will still take a longer than typical turnaround time since it may take Tufts University's Archives some time to obtain your record that is not housed electronically.

Once processed, we will insert the hard copy official transcript in a mailer, adhere to the self-pre-paid international mailing label you provided by email, and drop it off in the Tufts FedEx drop box.

*Important: FedEx only accepts a physical mailing address and will not deliver to a P.O. Box address.*