



Office of the University Registrar
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REQUIREMENTS COMPLETED TRANSCRIPT REQUEST FORM

THIS TYPE OF TRANSCRIPT is issued *only* when a student needs proof of completion of degree requirements prior to the final conferral date. DO NOT USE THIS FORM if you have recently completed an educator licensure program, and have not yet requested an Endorsed Transcript for Educator Licensure. Go to the Certification/Recertification Office web site and fill in the online form at <https://www.lesley.edu/soe/certification/transcriptrequest.html>, indicating that you need a Requirements Completed Transcript (RCT).

NOTE: Students must file a Declaration of Intent to Graduate online before a Requirements Completed Transcript can be processed.

» A Requirements Completed Transcript is an official transcript with the date on which your final grade or documentation was received in the Office of the University Registrar. For official purposes, this is the date of completion of your academic program

IF YOU REQUIRE A DEGREE COMPLETION STATEMENT in addition to a Requirements Completed Transcript, please check this box:

» Please allow 3-5 business days, plus mailing time, for processing.

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	
Last, First, Middle		Social Security or 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

Fees

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

Method of payment: Check Credit card

Please use the credit card authorization form to pay by credit card: www.lesley.edu/services/bursar/content/credit_card_auth_for_web.pdf.

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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