



ADMISSIONS FILE VIEWING 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. If you applied more than 4 years ago, your admissions notes are no longer maintained by the College.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:

Student ID #:	House or Yard Affiliation:	Anticipated Graduation Year:
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What records are you requesting to view? Please check all that apply.

Admissions summary sheet
 Application
 Other

If you checked other, please elaborate in the space below.

Email:	Phone Number:
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Signature:	Date:
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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: