

**Transcript Request (for Visiting Students Only)**  
**Berlin Consortium for German Studies**  
**Spring 2010**

**Please send this form along with all other completed acceptance materials in one packet to the Office of Global Programs by the deadline of November 13, 2009.**

**Columbia/Barnard students:** Please do not return this form. Once your grades have been posted, you can check them online or go to the registrar's office to request an official transcript.

**BCGS member students:** Please do not return this form. Once your grades are received, they will be forwarded to your home institution to be posted.

**Visiting students:** If you would like us to send an official transcript to your home school and/or if you would like your own copy after you have completed the program, please provide the following information:

Name: \_\_\_\_\_

Columbia University Personal ID (PID) number: C00 \_\_\_\_\_

Signature: \_\_\_\_\_

School: \_\_\_\_\_

**Home School Copy:**

Name of person to receive your transcript: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

**Personal Copy:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_