JOHNS HOPKINS
CAREY BUSINESS SCHOOL

TRANSCRIPT REQUEST FORM

Office of the Registrar, 100 International Drive, 12th Floor, Baltimore, Maryland 21202, Phone: 410-234-9250, Fax: 410-800-4096,
Email: carey.transcript@jhu.edu

Name: _____ _____ _____ _____
***Last** ***First** ***Middle** ***Date of Birth**

_____ _____
***Name at the time you attended IF different from above** Hopkins ID (6-characters) or last 5 digits of SSN

Contact: _____ Telephone: _____ _____
Email Day Evening

Address: _____ _____ _____ _____
Street City State Zip

_____ _____
Program of Study Degree

Enrollment Status: ☐ Active ☐ Inactive Dates of Enrollment: _____ / _____
From To

INSTRUCTIONS

- ***Submit copy of a photo ID (e.g. driver's license, passport)**
- There is **NO** charge for transcripts requested for normal processing time up to 5 copies
- Orders for more than 5 copies will be $5.00 per additional transcript
- Transcripts are normally processed within 3-5 business days
- Requests will **NOT** be processed for any student with outstanding financial obligations to the University

Please choose below:

☐ Issue Transcript Now
☐ After current term grades (Hold until final grades are posted)
☐ After Degree/Cert is posted _____
Year and Term of Degree
☐ After grade is posted in _____ _____
Course Year & Term

Reason for Transcript Request:

☐ Transfer to another school
☐ Employment
☐ Scholarship application
☐ Personal use
☐ Other _____

METHOD OF DELIVERY

☐ Number of Copies _____

☐ Standard – up to 5 copies processed within 3-5 business day from the date the request was received.	No Fee
☐ Standard – over 5 copies processed within 3-5 business day from the date the request was received.	$5.00 for each copy over 5 copies
☐ Same day request and pick-up	$10.00 per copy
☐ Special delivery (FedEx, Express Mail, Priority Mail) *will not ship to PO Box or APO Addresses*	$20.00 additional fee
☐ International Special delivery (FedEx) *will not ship to PO Box or APO Addresses*	$40.00 additional fee

**** Required information - transcript request will not be processed if required fields are not completed and a copy of photo ID and signature are missing.***

Please send transcript to *(write clearly)***:**

_____

_____

_____ _____
***Signature** **Date**