TRANSCRIPT REQUEST FORM

Office of the Registrar, 100 International Drive, 12th Floor, Baltimore, Maryland 21202, Phone: 410-234-9250, Fax: 410-234-9259, Email: carey.registration@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, student ID)
• 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 is missing.

Please send transcript to (write clearly):

________________________________________________________________________________________________________________
________________________________________________________________________________________________________________
________________________________________________________________________________________________________________

____________________________________  ____________________________________
*Signature                            Date

Revised January 2014