



Verification Request Form

Office of the Registrar, 100 International Drive 5th Floor, Baltimore, MD 21202
Phone: 410-234-9250 Fax: 410-800-4096

Submit this form through SEAM's online form: <https://support.sis.jhu.edu/case/>

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

Email: _____ Telephone: (Day) _____ (Evening) _____

Program of Study: _____ Degree: _____

- ***Submit copy of a photo ID (e.g. driver's license, passport)**
- There is **NO** charge for a verification requested for normal processing time
- Verifications are normally processed within 3-5 business days
- Requests will **NOT** be processed for any student with outstanding financial obligations to the University

Letters We Can Write:

Forms you must provide if applicable (please specify semester):

- Enrollment for a given semester
Specify semester: _____
- Degree(s) awarded and date(s)
Specify degree/date: _____
- Expected degree and date
Specify degree/date: _____
- Other: _____

Law School or Pre-Legal Forms: _____
 Automobile Insurance Forms: _____
 Loan Deferment Forms: _____
 Health Insurance Forms: _____
 Other: _____

Delivery Method (mail will be sent within 3-5 business days)

- 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

Hold for pick up (available for pick up after 8:30 a.m. on the fifth business day)

Mail Address: _____

City: _____ State: _____ Zip Code: _____

***Required information – verification request will not be processed if required fields are not complete and a copy of photo ID and signature are missing.**

By signing this request, I authorize The Johns Hopkins University Carey Business School to produce a letter of verification certifying the information requested above.

*Signature: _____ Date: _____