



Transcript 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

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):

