# 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/](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*  

**Address:**  
Street  
City  
State  
Zip

**Program of Study**

**Degree**

**Enrollment Status:**  
[ ] Active  
[ ] Inactive  

**Dates of Enrollment:**  
/  

**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  
- [ ] After grade is posted in  
- Year and Term of Degree

**Course**

**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):*  

__________________________________________  
__________________________________________  

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