



Office of the Registrar
75 Garland Hall/3400 N. Charles Street
Baltimore, MD 21218-2688
410-516-7088

TRANSCRIPT ORDER FORM

Last Name:	First Name:
SSN: Division: A&S <input type="checkbox"/> EN <input type="checkbox"/> EPP <input type="checkbox"/> APP <input type="checkbox"/> Summer University (Pre-College), Eng Innovation <input checked="" type="checkbox"/> Approximate Dates of Attendance:	Date of Birth: Graduate: <input type="checkbox"/> Undergraduate: <input checked="" type="checkbox"/> Daytime telephone:
Number of Copies:	Email:
Instructions: <ul style="list-style-type: none">• There is NO charge for transcript requests using standard US mail service (<i>limit 5 per week at no charge/\$3.00 per copy after that</i>)• Use a separate order form for each address to which transcripts are being sent.• Requests will NOT be processed for any student with outstanding obligations to the University.	
Use a separate order form for each different address WRITE LEGIBLY – THIS WILL BE USED AS THE MAILING LABEL	
Send to: (<i>Include Attn of: if addressed to a specific person</i>)	
Special Services: <ul style="list-style-type: none"><input type="checkbox"/> Hold for term grades<input type="checkbox"/> Hold for degree completion statement<input type="checkbox"/> Hold for posting of degree<input type="checkbox"/> Other<input type="checkbox"/> Rush (transcript processed within 24 hours \$25/each and mailed US mail first class. NO credit card can be accepted – make check or money order payable to: JHU (<i>Request must be received by 3pm EST</i>))	
Special Delivery Services: <ul style="list-style-type: none"><input type="checkbox"/> Fedex/DHL Next Day Delivery: \$18.00 Note: Normal processing time (4-7 days) still applies unless combined with a RUSH order request (e.g. Rush - \$25 / FedEx - \$18 = \$43.00).	
Credit Card Number: _____ Exp. Date _____	

Signature: _____ Date: _____

NOTE: Request will NOT be processed without signature and copy of ID (ex. Driver's License, School ID).

Send requests to: Johns Hopkins University, Registrar's Office – Transcripts,
3400 N. Charles Street, Baltimore, MD 21218-2683.