

August 2007

NOTICE TO : JHU ENGINEERING INNOVATION STUDENTS

JHU Pre College Summer Students may now order up to 5 complimentary transcripts at a time. Any additional transcripts ordered at that time will be \$3.00 each. Checks should be made out to Johns Hopkins University.

Transcript requests are normally processed within two to three business days of receipt of the request. Requests for multiple transcripts will require more time. Standard delivery of transcripts is by U.S. Mail first-class.

TO ORDER: Download order form at <http://www.jhu.edu/~registr/transcript.html>
Complete, print, and mail order form with one form of ID to:

Johns Hopkins University
Registrar's Office –Transcripts
75 Garland Hall
3400 N. Charles Street
Baltimore, MD 21218

The form will be used as a mailing label. For each site you wish a transcript to be send to, you will need to fill out an individual transcript request with a complete mailing address. Please make sure each request form is signed.

Special Services

Next-day Rush service: \$25.00 per transcript, request processed and mailed the next day by First Class mail, if request is received by 3pm EST.

Federal Express: \$18.00

Items of Interest

Situations that will prevent the office from issuing a transcript:

- No signature or SSN on request.
- Insufficient payment for special services.
- Incomplete address information

For more information on transcripts contact the Transcripts Section at (410) 516-7088 or go to www.jhu.edu/registrar .