

# Engineering Innovation

A Summer Program for High School Students

Summer 2009

## How to Order an Official Transcript from Johns Hopkins University for Engineering Innovation

Transcript requests are normally processed within four to seven 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 provide the best service possible and to maintain security of academic records, transcripts may be ordered the following ways:

### IN PERSON:

There is NO charge for transcript requests using standard US mail service (limit 5 per week at no charge/\$3.00 per transcript after that). A form can be obtained at the Office of the Registrar (75 Garland Hall, Homewood Campus) or on the Engineering Innovation website at <http://engineering-innovation.jhu.edu/forms/>

*Only check, money order, or J-Cash will be accepted for payment in person.*

### BY MAIL:

Go to Transcript Order Form on the Engineering Innovation website at <http://engineering-innovation.jhu.edu/forms/>

*Complete and mail order form to:*

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

*Only check or money order made out to Johns Hopkins University will be accepted for payment via mail.*

### **Fees/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.
- DHL/Federal Express - Next Day Delivery: Additional fee of \$18.00.
- Multiple Copies: Up to 5 transcripts per week at no charge. Any additional transcripts ordered will be \$3.00 per transcript. If paying for special services by check, please make certain the check is made payable to Johns Hopkins University.

### **Situations that will prevent the office from issuing a transcript:**

- No signature or SSN on request.
- Missing copy of ID (ex. Driver's License, School ID)
- If you are a Summer University (pre-college student) including Engineering Innovation, you should choose the "Undergraduate" transcript request.
- Financial hold or outstanding obligations to Student Accounts
- A serious academic and/or disciplinary matter that remains unresolved.

For more information on transcripts contact the Transcripts Department at (410) 516-7088.

**DO NOT** send requests to the Engineering Innovation Office. They will be returned to you.