



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:
Hopkins ID or SSN:	Date of Birth:
Division: A&S <input type="checkbox"/> EN <input type="checkbox"/> EPP <input type="checkbox"/> AAP <input type="checkbox"/> Summer University (Pre-college), ENG Innovations <input type="checkbox"/>	Graduate: <input type="checkbox"/> Undergraduate: <input type="checkbox"/>
Approximate Dates of Attendance:	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. • Faxed requests CANNOT be RUSHED. 	
Use a separate order form for each different address <i>WRITE LEGIBLY – THIS WILL BE USED AS THE MAILING LABEL</i>	
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/ea. 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 <i>Note: Normal processing time (4-7 days) still applies unless combined with a RUSH order request (e.g. Rush-\$25 / FedEx-\$18 = \$43.00).</i> 	
Credit Card Number: _____ Exp. Date: _____	

Signature: _____ **Date:** _____

NOTE: Request will NOT be processed without signature and copy of ID.

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