



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:	Date of Birth:
Division: A&S <input type="checkbox"/> EN <input type="checkbox"/> EPP <input type="checkbox"/> AAP <input type="checkbox"/>	Graduate: <input type="checkbox"/> Undergraduate: <input type="checkbox"/>
Approximate Dates of Attendance:	Daytime telephone:
Number of copies:	Email: (Required)
Instructions: <ul style="list-style-type: none"> • There is NO charge for the first copy (per business week) using standard US mail service. <i>Each additional copy per business week is \$5.00.</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. • There is NO charge for the first copy (per business week) using e-transcript service. <i>Each additional e-transcript per business week is \$2.50.</i> 	
Use a separate order form for each different address or email recipient for electronic transcripts. WRITE LEGIBLY – THIS WILL BE USED AS THE MAILING LABEL	
Mail or E-Mail to address below:	
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 business hours \$25/ea. and mailed US mail first class. NO credit cards accepted – make check or money order payable to: JHU <i>(Request must be received by 3pm</i> 	
Special Delivery Services: <ul style="list-style-type: none"> <input type="checkbox"/> Fed Ex - Next Day Delivery: \$18.00, combined with a RUSH order request \$43.00. <input type="checkbox"/> DHL - International Delivery: \$30.00, combined with a RUSH request \$55.00 	
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,
 75 Garland Hall, 3400 N. Charles Street, Baltimore, MD 21218-2683