



JOHNS HOPKINS
SCHOOL of EDUCATION

Transcript Request Form

School of Education, Registrar's Office, 6740 Alexander Bell Drive, Ste 180, Columbia, MD 21046-2100 Phone: 410-516-9816
(Please print clearly)

Last Name		First Name			M.I.
Names Previously Used	SSN		Date of Birth		
Address	City	State	Country (if not U.S.)	Zip Code	
Day Telephone	Email Address				
Dates of Attendance	Degree		Major		

INSTRUCTIONS

- Use a separate request for each address to which transcripts are to be sent.
- Submit copies of two (2) forms of identification (e.g. valid driver's license, passport, or school ID).
- There is **NO** charge for transcripts requested for normal processing time up to 5 copies.
- Orders for more than 5 copies will be \$5.00 each.
- Transcripts are normally processed within 1-3 business days.
- We do **NOT** accept requests by fax, phone or email.
- Requests will not be processed for any student with outstanding financial obligations to the University.

Please check one:

- Normal Processing time (see above)
- Hold for in-person pick-up (normal processing time applies)
- *Same day request and pick-up (\$10 charge per transcript)
- *Special Delivery (FedEx)

Special Requests (Check all that apply):

Indicate term: Sum Fall Spring

- Hold for degree completion statement
- Hold for teacher certification
- Hold for term grade, _____ term
- Hold for grade change, course# _____
- Other _____

Number of Copies Requested: _____ **Pick-up Information:** _____

Mailing Address (send to):

Signature: _____ **Date:** _____
(Request will not be processed without a signature)

***Payment Section for Special Delivery and Same Day Request**

NOTE: FedEx delivery must be paid by credit card; Same Day requests/pick-up may be paid by cash, check or credit card.

Method of Payment: <input type="checkbox"/> Cash/Amount _____ <input type="checkbox"/> Check/Amount _____ <input type="checkbox"/> Credit Card/Amount _____		
CARDHOLDER'S NAME (Please Print)	CARDHOLDER'S SIGNATURE	CARDHOLDER'S ZIP CODE
CREDIT CARD NUMBER	CARD VERIFICATION CODE*	EXPIRATION DATE
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		*The card verification code is a 3 digit code found on the back of the credit card (usually in or near the signature strip). The code is required as a security feature for the cardholder.