Transcript Request Form

NOTICE: Please review the instructions found at https://education.jhu.edu/student-resources/office-of-the-registrar/transcripts-and-records/ before submitting this form.

Last Name | First Name | M.I. |
--- | --- | --- |
Names Previously Used | SSN or ID | 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.
- You are required to submit a copy of a photo ID (e.g., valid driver’s license, passport).
- 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.
- 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: ________

Mailing Address (send to): __________________________________________________________
________________________________________________________

Signature: ____________________________________________ Date: __________________________

(.Request will not be processed without a signature)