

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.

HOW TO SUBMIT THIS FORM: Please open a SEAM help case at <https://support.sis.jhu.edu/find-answers/records-and-registration>, select the topic as *Transcript order inquiry*, and click the *Request Support* button. Please attach this form and a copy of photo ID to your case.

Last Name _____ First Name _____ Middle Name _____

Names Previously Used _____ SSN or ID _____ Date of Birth _____

Address _____

City _____ State _____ Zip Code _____ Country (if not US) _____

Telephone _____ Email Address _____

Dates of Attendance _____ Degree _____ Major _____

INSTRUCTIONS

- Use a separate request form 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

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

Other _____

Number of Copies Requested: _____

Mailing Address (send to): _____

Signature: _____

Date: _____

(Request will not be processed without a signature)

Johns Hopkins University School of Education
Office of the Registrar
2800 N. Charles Street
Baltimore, MD 21218