



ASEN OFFICE OF THE REGISTRAR
 75 GARLAND HALL, 3400 N. CHARLES STREET
 BALTIMORE, MD 21218-2688
 410-516-8080 • ASENVerify@jhu.edu

PAPER TRANSCRIPT REQUEST FORM

Zanvyl Krieger School of Arts & Sciences / G.W.C. Whiting School of Engineering
(Students with other JHU divisions outside of AS and EN, please contact your divisional Registrar's Office directly.)

Student Name: _____ E-mail Address: _____

Hopkins ID: _____ Date of Birth: _____ Daytime Phone: _____

- | | |
|--|---|
| Division: <input type="checkbox"/> AS/EN Undergraduate
<input type="checkbox"/> AS/EN Graduate
<input type="checkbox"/> Part-time Engineering Programs
<input type="checkbox"/> Part-time Programs in Arts & Sciences (AAP)
<input type="checkbox"/> Post Bac Pre-Med

<input type="checkbox"/> Current Student or Last year of attendance: _____ | Reason for Request: <input type="checkbox"/> Employment/ Internship
<input type="checkbox"/> Graduate/ Professional School
<input type="checkbox"/> Scholarship
<input type="checkbox"/> Transfer
<input type="checkbox"/> Taking summer courses elsewhere
<input type="checkbox"/> Other: _____ |
|--|---|

- There is **NO charge** for the first copy (per business week) using standard US Mail service.
 - *Each additional copy per business week is \$5.00*
- Requests for electronic transcripts **MUST** be ordered through the National Student Clearinghouse online at www.getmytranscript.com. Electronic transcripts cannot be ordered in office or by mail.
- Requests will **NOT** be processed for any student with outstanding obligations to the University.

Use a separate order form for each address if more than one recipient.
PLEASE WRITE LEGIBLY

- Pick-up in office (NOTE: If someone other than yourself will be picking up your transcript we must have your written approval.)
- Mail transcript to address: _____ Number of copies to this address: _____
- _____
- _____
- _____

Special Requests:

- Hold for term grades (Student is responsible for letting the Registrar's Office know when your grades have been posted)
- Hold for grade change (Student is responsible for letting the Registrar's Office know when your new grade has been posted)
- Hold for posting of degree
- Additional form attached
- Other: _____

Special Services:

- RUSH Processing (transcript processed within 24 hours and mailed USPS): **\$25.00**
- FedEx Next Day Delivery: **\$18.00**, combined with a RUSH order request \$43.00.
- FedEx Express International Delivery: **\$30.00**, combined with a RUSH order request \$55.00

Payment:

- Check/Money Order enclosed
- Credit Card Number _____ Expiration Date: _____

Signature: _____ **Date:** _____

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