



**ASEN OFFICE OF THE REGISTRAR**  
75 GARLAND HALL, 3400 N. CHARLES STREET  
BALTIMORE, MD 21218-2688  
410-516-8080 • <https://support.sis.jhu.edu/case/>

**VERIFICATION LETTER 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: \_\_\_\_\_ JHU Division/School: \_\_\_\_\_

Hopkins ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**Degree Verification** Year Degree Awarded: \_\_\_\_\_

**Enrollment Verification** Dates/Semesters to Verify: \_\_\_\_\_

**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 letter we must have your written approval.)

E-mail to address: \_\_\_\_\_

Mail to address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Requests:**

Additional form attached

Other: \_\_\_\_\_

**Special Services:**

RUSH Processing (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: \_\_\_\_\_

CVV: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_