

School of Medicine
Edward D. Miller Research Building, Suite 147
733 North Broadway, Baltimore, MD 21205-2196
(410) 955-3080 / FAX (410) 955-0826
Email: medreg@jhmi.edu

TRANSCRIPT REQUEST FORM

Please print legibly

Instructions:

- There is no charge for a transcript requested through the Office of the Registrar.
- The name and mailing address of the person to whom the transcript is to be sent must be included.
- Official transcripts will not be released to students or graduates.
- Student copies of transcripts will not contain a transcript key.
- Transcript requests can be submitted by fax, mail, email or in person.
- Requests will NOT be processed without signature of student/graduate.
- Transcripts sent by FedEx must be accompanied with a prepaid label.

Name at Time of Attendance: _____
Last First

Current Name, if Different: _____
Last First

Date of Birth: _____ (mm/dd/yyyy) Email Address: _____

Year of graduation (graduates): _____ -OR- First year of attendance (students): _____

Department/Program: _____

Transcript Type: Official Copy Student Copy
Check all that apply: M.D. Ph.D. M.A. Year 1/HBJ
M.S.

Reason for Request: Certificate Employment Non-Degree Scholarship
Graduate/Prof. School Other _____
FedEx Shipping?: _____
(Indicate reason for transcript request)

FedEx Priority shipping requests must be accompanied with prepaid label. Requests will be processed within 5 business days.

Comments: _____

Mail transcript to: _____

Signature: _____ Date: _____
(request will NOT be processed without signature of student/graduate)

Office Use Only: