

Important

- Requests will not be processed for students or alumni with outstanding financial or library holds on their student accounts. Please monitor your SIS self-service accounts for "Alerts".
- Necessary transcript fees must accompany request in order to be processed.
- To request **electronic delivery**, to **pay by credit card** or to request **FedEx expedited shipping**, please visit the [National Student Clearinghouse Online Request Service](#).
- **For students who attend both HNC and SAIS DC**, HNC transcripts are separate documents. Please specify below if the HNC transcript should be sent with the SAIS DC transcript.
- Current Bologna students and Diploma/MAIA alumni should submit this form to the Bologna Registrar's Office at sais.eu.registrar@jhu.edu.

INTERACTIVE FORM – Please type

Date of Request _____ SIS ID #(six-digit , ex: A1B2C3) or Date of Birth: _____

Last Name (*during enrollment*) First Middle

Phone Email (*required for confirmation email*)

- Currently Enrolled** (*no transcript fees*) MA MIPP MIEF GPP PhD HNC-MAIS
- Recent Graduate** (*no transcript fees for one calendar year beyond graduation*) Grad Date (mo/year) _____
- Please send HNC Transcript (\$5.00 per official transcript, no additional fee if sent with SAIS DC transcripts)**
- Certificate MAIS Immersion Approximate dates of at HNC: From (mo/year) _____ to _____
- Non-Degree/Alumni/Former Students (\$5.00 per official transcript, cash or check, payable to JHU-SAIS)**
- Approximate dates of Enrollment/Graduation: From (mo/year) _____ to _____
- Fee Exception – 1st Non-Degree transcript order or SAIS Inter-Office Delivery**

Please allow one business day, and up to 3 business days during peak periods, for processing.

Please provide (# of transcripts) _____ Official _____ Unofficial**
(*available only to students/alumni without access to SIS self-service)

- Please hold for semester grades/degree conferral until (date): _____
- Please make available for pickup, (if not all, # of transcripts): _____
- Please allow _____ to retrieve my transcripts on my behalf (*I.D. required*)
- Please include the enclosed recipient's Transcript Request Form (LSAT, AMCAS, GWU, etc.)
- Please mail by (date): _____

Please mail (# of transcripts) _____ Official Unofficial

Recipient Name/Address:

- I will be mailing transcripts to multiple recipients. *Please use page 2 to include additional addresses.*

Signature (Required in compliance with FERPA)

Date

****The academic transcript is a legal document of the University and may contain personally identifiable information such as your social security number. By signing this release, you are authorizing the release of any personally identifiable information that may be contained on your transcript, including your social security number.**



Transcript Request Form
Student Services, Nitze 3rd Floor
1740 Massachusetts Avenue NW, Washington DC 20036
Phone: 202.663.5708 Email: sais.dc.registrar@jhu.edu
Website: www.sais-jhu.edu/registrar

Please mail (# of transcripts) _____ Official Unofficial
Recipient Name/Address:

Please mail (# of transcripts) _____ Official Unofficial
Recipient Name/Address:

Please mail (# of transcripts) _____ Official Unofficial
Recipient Name/Address:

Please mail (# of transcripts) _____ Official Unofficial
Recipient Name/Address: