

Official Transcript Request

Name of Student: _____

School Name: _____

is applying for a college level summer course through Johns Hopkins University called Engineering Innovation (EI) or Biomedical Engineering Innovation (BMEI). EI and BMEI require that an official transcript be sent to them directly. ***EI also requires a report card reflecting grades from the first semester of the current school year.***

Signature of individual requesting transcript: _____

Student is applying to (Circle One) Engineering Innovation (EI) / Biomedical Engineering Innovation (BMEI)

Date: _____

Please email a copy of the transcript to ei-transcripts@jhu.edu. Include this cover sheet with the transcript.

I certify that the transcript emailed with this cover letter has been validated and is accurate.

School Representative validating transcript name (printed): _____

School Representative Title: _____

School Representative signature: _____

Date: _____

Due to an abundance of caution related to the COVID-19 pandemic, the Engineering Innovation staff, as well as most JHU employees, are now working remotely. We will be able to receive mail and packages regularly, but not daily. The fastest way to send transcripts and other supporting documents is to email them to ei-transcripts@jhu.edu. For our office to consider the transcript "official," it must be emailed by a school official, not the student or parent/guardian. If you have questions or concerns, please contact us at ei-transcripts@jhu.edu.