Official Transcript Request

Name of Student: ________________________________________________________________

School Name: _________________________________________________________________

is applying for a college course through Johns Hopkins University called Explore Engineering Innovation (EEI), Biomedical Engineering Innovation (BMEI), or Sustainable Energy Engineering (SEE). Please forward the following document(s):

- An official transcript
- A report card for the most recent grading period, if those grades are not included in the transcript

Signature of individual requesting transcript: ____________________________________________

The student is applying to (check one)

- Explore Engineering Innovation (EEI)
- Biomedical Engineering Innovation (BMEI).
- Sustainable Energy Engineering (SEE)

Date: ____________________________________________________________________________

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Please email a copy of the document(s) to ei-transcripts@jhu.edu and include this cover sheet.

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: ____________________________________________________________________________

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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.