**Official Transcript Request**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

is applying for a college course through Johns Hopkins. Please forward the following document(s):

* An official transcript. (If the original is not in English, an official translation must be provided.)
* A report card for the most recent grading period, if those grades are not included in the transcript.
* For non-native English speakers who have attended a school with English language instruction for at least the past three years, the school should provide documentation including a certificate, letter, or other official document stating the language of instruction.

Signature of individual requesting transcript and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student is applying to (check all that apply)

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

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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

I certify that all the documents, which includes some or all the following, emailed with this cover letter have been validated and are accurate.

* Transcript
* Report card for most recent grading period
* Documentation indicating the student has completed three years of schooling where English is the primary language of instruction

Name and Title of School Representative validating transcript (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Representative signature and 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.