

Official Transcript Request

Name of Student: _____

School Name: _____

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

Signature of individual requesting transcript: _____

Date: _____

Please email a copy of the transcript to ei@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: _____

If emailing the transcript is not possible, an official transcript should be mailed to the following address:

Engineering Innovation
Johns Hopkins University
Shaffer Hall 103
3400 N. Charles Street
Baltimore, MD 21218