

## **SAIS Requirements for Submitting Academic Records**

The SAIS admissions process requires an official copy of your transcripts from all colleges and universities previously attended. Official is defined as academic records that are produced by the registrar's office of the institution and then sealed in an envelope with a stamp or signature of the registrar across the sealed flap. The official transcripts can be sent directly to SAIS from the registrar of the institution or can be sent initially to the applicant and then forwarded, unopened to the SAIS Admissions Office with the application. Students with foreign credentials also must submit official proof of the degree earned (i.e., a copy of the diploma). Please note that we also require an official copy of all study abroad programs if the courses and grades are not listed on the home institution transcript. The SAIS Admissions Office will not accept notarized copies of original transcripts or proof of degree.

Applicants enrolled in a degree program when applying to SAIS will need to submit an official transcript from the current institution listing all coursework completed to date. If later admitted to the program, students will need to submit a final, official transcript with the degree posted prior to enrolling at SAIS.

If the transcript and/or official proof of degree is in a language other than English, applicants must submit official English translations of the documents in addition to the original non-English versions. The translation must be completed by the institution or another official third party service. Translations completed by colleagues, employers or any other uncertified services will not be considered. Like transcripts, translations must not be opened before they reach the SAIS Admissions Office.

Applicants who have attended an international institution must contact their university to request an official copy of the transcript by following the steps listed below. We encourage applicants to begin this process well in advance of the appropriate application deadline as delays can often occur. All transcripts must be received by the SAIS Admissions Office by the appropriate application deadline.

### **Steps to follow to secure official transcripts for application to SAIS:**

- 1) Contact your institution by email, phone, fax, or postal mail to request an official transcript.
- 2) If you have made several unsuccessful attempts to have the official documents sent from the institution, the candidate should complete the SAIS-prepared transcript request form and send it to the institution. After reviewing the form, the institution is instructed to provide the applicant with an official transcript or, if the request is denied, a representative of the institution is asked to complete the lower portion of the form and fax it to the SAIS Admissions Office (fax number: 202-663-7788).
- 3) As a last resort, if the institution does not respond to the SAIS-prepared transcript request form submission, you must present to the SAIS Admissions Office proof (such as a fax confirmation page) that the form was completed and submitted to the institution.

An applicant submitting unofficial transcripts who has not documented attempts to receive official copies of transcripts will not be considered for admission.



Date:

To Whom It May Concern:

My name is \_\_\_\_\_ and I recently applied for admissions to The Johns Hopkins School of Advanced International Studies (SAIS) in Washington DC. Previously, I attended your institution and now need your assistance so that I may complete my application requirements.

The Office of Admissions at Johns Hopkins University-SAIS requires **official final transcripts and proof of degree(s)** earned from foreign institutions (untranslated and certified English translations which include a record of courses taken, mark/grades earned and posted degrees) be sent to their office from your institution in a sealed envelope. Listed below is my information and the address to send my official transcript to Johns Hopkins University-SAIS.

Student name: \_\_\_\_\_ Student number: \_\_\_\_\_  
Birth date: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
Dates of attendance: from: \_\_\_\_\_ To: \_\_\_\_\_  
Faculty/Dept: \_\_\_\_\_ Degree Program: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Please send official transcripts and proof of degree(s) to:

Office of Admissions  
Johns Hopkins University-SAIS  
1740 Massachusetts Avenue, NW  
Washington DC 20036  
U.S.A.

Thank you for your prompt cooperation in this matter. Should you have any concerns regarding this letter of request, please contact the SAIS Admissions Office directly at the address listed above. They can also be reached via email at [admissions.sais@jhu.edu](mailto:admissions.sais@jhu.edu). If you are unable to process my request, please complete the section below and fax to SAIS Admissions Office at (+1) 202.663.7788.

Sincerely,

**TO BE COMPLETED BY AN INSTITUTIONAL REPRESENTATIVE**

Reason Request Denied: \_\_\_\_\_

Received by Registrar: Signature: \_\_\_\_\_ Date: \_\_\_\_\_