



MIT Undergraduate Admissions Processing Center
PO Box 404, Randolph, MA 02368
Phone: 617-253-3400 Fax: 617-687-9184

Final Transcript Instructions

Deadline: June 20, 2020, or if unavailable by then, within 10 days of when your final transcript becomes available.

The Terms of Admission document that you received with your admission packet requires you to submit official school transcript(s) with your final grades for all courses taken in your final school year. However, we know that this may be challenging given the disruptions caused by COVID-19.

First and foremost, you should focus on taking care of yourself and your family. If you are unable to meet the deadline due to circumstances beyond your control, please let us know and we will be as flexible as possible.

We're also aware that many schools have moved to Pass/Fail or other similar types of grading; as always, we will evaluate students in the context of their school's policies. If your school's grading system has changed in some sort of unique or complex way that you think we need to know about, let us know.

If you cannot send your transcript and/or want to send an explanation of your grades:

Email us at ua-process@mit.edu. We'll be here to work with you and figure out the best way forward.

If you are able to send us your transcripts, please follow these instructions:

- Transcripts should include your full name, date of birth, and name of the school.
- If you've already graduated or are no longer attending school, email us at ua-process@mit.edu to let us know that we should already have your final grades. Include your full name and date of birth.
- The Admissions Committee will review your final grades. In the unlikely event you do not submit your final grades (without a reasonable explanation approved by the committee) or your academic performance is found not up to MIT standards, we have the right to revoke or defer your offer of admission.

How to submit final transcripts: Please submit through one of the following:

- **Data Transfer Services:** If your school uses an online data transfer service (such as Naviance, Parchment, SCOIR, Cialfo, MaiaLearning, etc.) to submit transcripts, you can send documents directly to MIT. *We encourage you to use this option over other means of submission if possible. Please do not send additional copies via fax or mail.*
- **Mail:** Official transcripts sent by mail will take the longest to arrive, but should be addressed to: MIT Undergraduate Admissions Processing Center, PO Box 404, Randolph, MA 02368
- **Fax:** Official transcripts may be faxed but will need to come from a school fax number and include a cover sheet and/or be on school letterhead with contact information for a school official who can verify your grades. Transcripts may be faxed to 617-687-9184.

Best wishes and stay safe,

Stu Schmill
Dean of Admissions and Student Financial Services