**Final Transcript Instructions**

**Deadline:** June 20, 2017, or if unavailable by then, within 10 days of when your final transcript becomes available.

Dear Student,

As described in your “Terms of Admission Offer” that you received with your admission packet, MIT requires you to submit official school transcript(s) with your final grades for all courses taken in your final school year. Here are some instructions about how to submit this information to us:

- Transcripts should include your full name, date of birth, and the name of the school.
- If we already have all of your final grades (for example, you’ve already graduated or are no longer attending school), send an email to Sofia Caloggero <sofiacal@mit.edu>. Include your full name and date of birth, and state that we should already have all of your final grades.
- If you took courses at multiple schools/institutions during your final year, we will want to see official final grades for all courses. For example, if you took an online course and the final grade for that course appears on your high school transcript, you can simply submit your high school transcript. However, if your online course grade does not appear on your high school transcript, you will need to send an additional transcript that indicates your final grade in that online course.
- The Admissions Committee will review your final grades. In the unlikely event you do not submit your final grades or your academic performance is found not up to MIT standards, we have the right to revoke or defer your offer of admission.

Best wishes,

Stu Schmll
Dean of Admissions and Student Financial Services

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**HOW TO SUBMIT FINAL TRANSCRIPTS**

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<th>Naviance eDocs</th>
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<td>If your school uses Naviance eDocs or Parchment to submit transcripts, you can send these documents directly to MIT. We encourage you to use Naviance over other means of submission, if possible. Please do not send additional copies via fax or mail.</td>
<td>Official transcripts may be faxed, but will need to come from a school fax number and include a cover sheet and/or school letterhead with contact information for a school official who can verify student grades. Transcripts may be faxed to (617) 687-9184.</td>
<td>Official transcripts sent via postal mail will take the longest to arrive, but should be addressed to: MIT Undergraduate Admissions Processing Center PO Box 404 Randolph, MA 02368</td>
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Do not mail or fax this page, please!