

## Transcript Guidelines

**CHINA APPLICANTS:** Must submit **official** copies of transcripts and diplomas in **BOTH** Chinese and English, all with an original red school seal. On transcripts in Chinese, **GRADES MUST BE LISTED NUMERICALLY OR IN CHINESE CHARACTERS**. Letter grades in English are not acceptable. On diplomas, it must be stated that you were "awarded" or "granted" a "Bachelor's" or "Master's" degree. A graduation certificate is not sufficient. **ALL COPIES OF TRANSCRIPTS AND DIPLOMAS MUST HAVE AN OFFICIAL ORIGINAL RED SCHOOL SEAL ON EACH PAGE.**

**INDIA, PAKISTAN, BANGLADESH AND NEPAL:** Graduate School requires certified true photocopies of each mark sheet for every examination as issued by the University or post-secondary institution. Certified true photocopies of each diploma or certificate are also needed. Photocopies must be certified by the university's Registrar's Office or Controller of Exams. **Indian Applicants:** All documents must be certified by the **UNIVERSITY** and have an original school seal and original signature of 1) The Registrar's Office or 2) The Controller of Exams. **CONSOLIDATED MARK SHEETS ARE NOT ACCEPTABLE.** All individual mark sheets for each semester/year and diplomas must be as issued by the **UNIVERSITY** you attended.

**TAIWAN:** The Graduate School requires official transcripts to be issued with the grades given in **NUMERICAL** scores. Letter grades are not acceptable. An official transcript must have an original official seal from Registrar's Office.

**For most countries,** the Graduate School requires official documents in both English and the native language (for example: Greece, Italy, Spain, Portugal, South and Central America, France, French-speaking Africa and Canada, Germany, Poland, Austria, and the former Soviet Union and other countries in eastern Europe). If only one version of the documents is available, the Graduate School considers the version in the native language as the official documents. Both transcripts and diplomas should be submitted.

**In some countries,** universities issue official documents in English. This is especially true for the Commonwealth nations. Native language versions are not necessary in these cases (for example, Korea, Philippines, Sri Lanka, English speaking Africa, India, Nepal). Diplomas in the native languages are required from Malaysia, Brunei and Indonesia. Educational documents from Ireland and the United Kingdom are issued in letter format and must provide the results of the applicant's final examination (e.g., first class or second class second division).