

## TRANSCRIPT GUIDELINES

**\*PLEASE FOLLOW THE GUIDELINES FOR THE COUNTRY IN WHICH YOU ATTENDED SCHOOL.**

Please note the following information regarding your transcripts. It is important that these guidelines are followed when you request your transcripts so that no time is wasted in the application process. **IF THESE GUIDELINES ARE FOLLOWED, AND THE CORRECT TRANSCRIPTS ARE SENT ACCORDING TO THE COUNTRY WHERE YOU ATTENDED SCHOOL, THEN YOUR TRANSCRIPTS SHOULD BE OFFICIAL AND THE APPLICATION PROCESS WILL BE COMPLETED IN A REASONABLE AMOUNT OF TIME.** If you have any questions, please feel free to contact the MPA Program or the Graduate School.

**CHINA:** The Graduate School requires 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 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 RED SCHOOL SEAL ON EACH PAGE.

**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 is one that has an original official stamp.

**INDIA, PAKISTAN, BANGLADESH and NEPAL:** The Graduate School requires certified true photocopies of each marksheet 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, the Controller of Exams, or by the U.S. Educational Foundation. **INDIAN APPLICANTS:** All individual mark sheets for each semester/year and diplomas must be issued by the UNIVERSITY you attended. 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, OR
- 3) The U.S. Educational Foundation in India.

CONSOLIDATED MARK SHEETS ARE NOT ACCEPTABLE.

For most countries, the Graduate School requires official documents in both English and the native language (e.g., Greece, Italy, Spain, Portugal, South and Central America, France, French-speaking Africa and Canada, Germany, Poland, Austria). If only one version of the documents is available, the Graduate School considers the one in the native language as the official document. 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 (e.g., Korea, Philippines, Sri Lanka, English-speaking Africa, India, Nepal). Diplomas in the native language 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).

**THE ONLY OFFICIAL STAMPS ACCEPTED ARE ONE OF THE FOLLOWING:**

1. Registrar
2. Assistant Registrar
3. Controller of Exams
4. U.S. Education Foundation (SPECIFIC COUNTRY)