

INTERNATIONAL TRANSCRIPT SUBMISSION GUIDELINES FOR APPLICATION TO MASON GRADUATE PROGRAMS

This is a guide to help applicants who submit international transcripts to determine what needs to be submitted with the graduate application. **Please Note:** Mason reserves the right to withhold making a decision on your application until all requested documents have been received.

George Mason University requires graduate applicants to hold a credential that we evaluate to be comparable to a four-year bachelor's degree from a regionally accredited university or college in the United States. Comparability is determined by a review of the type and name of your degree program, the rigor and content of your curriculum and other factors as required by your Mason graduate program or department.

Credentials We Require

All applicants must submit a complete credential package by the appropriate deadline. Failure to do so may result in a late review of your application or denial of admission due to insufficient academic credentials. Complete credentials include course transcripts or marks statements for each semester or year completed in your degree program, and the degree certificate or diploma if a graduation date, with the name of the degree, is not shown on the transcript.

Transcripts and Certificates/Diplomas (Academic Records) **

- You should follow your home university's policies for transcript requests. Universities may charge a small fee for this service.
- Academic records should give detailed information on all courses/final examinations completed, credit value or hours per course and grades received.
- If degree conferral (date, type of degree and major) is not listed on your transcript, you must also provide an official copy of your diploma or degree certificate.
- All documents must be issued by the degree-granting university.
- If you have not graduated: you must submit all transcripts or semester marks statements for all semesters/years completed to-date. If you are admitted to Mason, you must provide final university transcripts or marks statements and the university degree certificate or diploma as soon as they are available.

How To Submit Your Academic Records

Official Documents

- Official documents are issued by the degree-granting institution and bear the official seals and signatures of the Registrar, Controller of Examinations or other institutional authority. Official documents may be printed on original security paper or be stamped, signed or attested photocopies. Mason understands that, in some rare cases, universities issue only one set of originals, so copies are permitted as long as the attestations are original.
- Official documents should be sent to Mason directly from your institution, mailed in sealed envelopes bearing the institution's name and address. Please contact your Mason admissions office for the correct delivery address.
- We will accept documents in your possession as long as they meet our requirements (see above) and are delivered to Mason in their original sealed, unopened envelopes. We cannot accept documents that have been opened or that have been viewed by anyone else (including you).
- If you have in your possession your original documents (issued to you upon graduation) you may have them copied and verified or attested by your Embassy or Consulate (please note that not all Consulates provide this service) or by an office of EducationUSA, Fulbright, Amideast, the British Council, or other organization recognized by higher education that can perform this service. There may be a fee. We will accept these verified documents as long as they are submitted in sealed, unopened envelopes bearing the name and address of the verifying organization. Simply getting documents notarized is NOT acceptable.
- You may also bring your original documents to Mason. We will copy and attest them and return the originals to you.

English Translations

- We require all documents (transcripts, marks statements, degree certificates or diplomas) to be submitted in the original language, accompanied by an English translation of each document.
- Some institutions issue original/official documents in English. These are acceptable.
- We accept translations issued by the institution or a professional translating service. Translations must be original.
- For information on qualified translators in your area, please contact the American Translators Association (www.atanet.org) or another recognized translation service such as University Language Service (<http://www.universitylanguage.com/>)
- If your translator is located in your home country they must include evidence of status and qualification to translate into English.
- Self-translated documents are not acceptable.
- Translations must be literal (word-for-word) translation of each document. The translations must bear an original signature of the translator with date of completion.
- The translator should give you your translations in sealed envelopes. You should then send these sealed, unopened envelopes to your Mason admissions office.

Please note that all official credentials, such as transcripts, marks statements or degree certificates become the property of Mason once you submit them with your application.

Documents We Cannot Accept

- Unattested photocopies or re-copied documents. Please note that we cannot accept documents attested or verified by local notaries public.
- English translations prepared by a non-recognized translator, or self-translated documents
- English translations that are copied and have been opened by someone other than a Mason staff member

***** Notice to Students from India and China:***

- Students who attended university in India must submit documents from the university that awards the degree. Documents issued by the affiliated college are not accepted. There are two exceptions to this rule: documents issued by Autonomous Colleges will be accepted. Graduates of engineering and technology degrees may submit college marks statements for years two and three (semesters three – six). University marks statements are required for years one and four. Provisional degree certificates and diplomas must be issued by the degree-granting university.
- Students who hold degrees from Chinese institutions must submit copies of both the Degree Certificate and Graduation Diploma along with the complete transcripts. We require documents in both Chinese and English.

INTERNATIONAL TRANSCRIPT EVALUATIONS

George Mason University requires all applicants who have completed degrees outside the United States to submit their transcripts for evaluation before they may be considered for admission to a graduate degree program. You may contract with an approved credential evaluation agency for this service or choose to have your credentials evaluated by Mason. If you choose an outside agency, please visit National Association of Credential Evaluation Services (www.naces.org/membership.htm) or the American Association of Collegiate Registrars and Admissions Officers – AACRO (www.oies.aacrao.org) to locate a credential evaluator of your choice. Please note that all credential evaluators charge a fee for their services, and payment is your responsibility. However, they will send an official, sealed evaluation to Mason as part of the service if you request it. You should contact your Graduate Admissions office for the correct mailing address. Evaluators have their own transcript submission procedures and requirements. Please take note of the following:

- George Mason University will accept ONLY original evaluations send directly to Mason or in sealed, unopened envelopes from you.
- We cannot accept an evaluation prepared by an unauthorized evaluator. Please choose using the websites listed above.
- You still need to submit a full set of official documents to Mason according to the procedures outlined above. This is in addition to any documents you may send to the evaluation agency.
- World Education Services (WES) sends completed evaluations to designated universities via electronic submission. Mason accepts these evaluations. The WES e-evaluation usually includes electronic versions of transcripts or other academic records. We MAY accept these documents if WES deems them 'official'. In this instance, we will not require you to submit an additional set of official documents.

Please note that ALL evaluations are subject to Mason review to ensure that they are in agreement with George Mason University degree requirements. George Mason University is not required to accept an evaluation that does not meet these requirements.

You may choose to have your credentials evaluated at Mason. This is a free service that is provided to the department to which you have applied. You should submit all required documents at least four to six weeks before the stated deadline to ensure a timely evaluation of your application. In order to receive this service, you must submit a full set of official documents as described above. Failure to do so will delay the processing of your file and your evaluation. All evaluations prepared by the Mason International Credential Evaluators are property of George Mason University and are not available to view and/or be copied for students. These evaluations are prepared for the graduate units at Mason and are the sole property of George Mason University.

Additionally, all academic documents and international evaluations (regardless of original source) are the property of George Mason University. If you wish to have a copy of an evaluation for your records, you should contract with an outside agency.