

# INTERNATIONAL TRANSCRIPT SUBMISSION GUIDELINES

*Please Note: Mason reserves the right to withhold making a decision on your application until all requested documents have been received.*

## Required Credentials

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 records.

### What constitutes complete credentials?

These include course transcripts or mark sheets for each semester or year completed during your degree program, as well as the final degree certificate or diploma issued by your institution. If you were enrolled in a program but did not graduate, you must still submit transcripts for all attempted and/or completed post-secondary coursework. Please note that if you are accepted and enroll in classes, you will be required to submit all official transcripts and degree certificates/diplomas sent by your institution in a sealed envelope.

## ACADEMIC RECORDS – TRANSCRIPTS AND CERTIFICATES/DIPLOMAS

### What do we need from your academic records?

- Please follow your institution's policies for transcript requests. Universities may charge a fee for this service and may take several months to process. Mason does not interfere with the policies of other institutions and it is the responsibility of the applicant to provide the information and documents requested.
- Academic records should give detailed information including a list of all courses/final examinations completed, the credit value or hours per course, and final grades received.
- For admissions purposes only, you may submit an unofficial **copy** of your **official** transcripts and final degree certificate bearing all required signatures and seals issued by your institution. If you are admitted, we require these same documents be sent to our office directly from your institution and in a sealed envelope by the end of the first semester. Failure to submit final documents will result in a hold on your record that will prevent course registration for future semesters.
- All documents must be issued by the degree-granting university.
- If you have not yet graduated, you must submit all transcripts or semester marks statements for all semesters/years completed to-date with proof of enrollment. If you are admitted to Mason while still completing the final semester of your program, you must provide final

university transcripts or marks statements and the university degree certificate or diploma as soon as they are available but no later than the end of your first semester of enrollment at Mason. Failure to submit final documents will result in a hold on your record that will prevent course registration for future semesters.

- We require all documents (transcripts, marks sheets, 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.
  - Self-translated documents are not acceptable.
  - For information on qualified translators in your area, please contact the American Translators Association ([www.atanet.org](http://www.atanet.org)), or University Language Services (<https://www.universitylanguage.com/>)
  - Translations must be literal (word-for-word) complete translations of each document. The translations must include a certification statement with the following information:
    - A statement of the translator's status and qualifications to translate into English
    - A statement affirming the completeness and accuracy of the document
    - Identification of the translated document and language
    - The translator's name, signature, and date
  - **The translator should give you your translations in sealed envelopes.** You should then send these sealed, unopened envelopes to your Mason admissions office when you submit your official copies. Mason reserves the right to reject any translation if it does not meet requirements.

## **If you are applying for Graduate, Non-Degree Graduate, or Graduate Certificates programs:**

GMU requires that applicants hold a credential that we evaluate as equivalent to a **four-year U.S. bachelor's degree** accredited by a Mason recognized accrediting organization. Equivalency 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 the Mason Office of Admissions and your academic department.

### **What is required for application review?**

All applicants must upload copies of their official transcripts to the online application for ALL post-secondary degrees earned, attempted, or in-progress. We do not recommend sending hard copies via postal mail as this will delay your application review significantly.

If your most recently conferred degree is from an institution accredited by one of the U.S. accrediting organizations listed below, you are not required to have an international credential evaluation.

- HLC Higher Learning Commission
- MSCHE Middle States Commission on Higher Education
- NECHE New England Commission of Higher Education
- NWCCU Northwest Commission on Colleges and Universities
- SACSCOC Southern Association of Colleges and Schools Commission on Colleges
- WSCUC WASC Senior College and University Commission

Additionally, if you are expected to graduate and submit a copy of an official letter from your institution (issued by the appropriate office such as the University Registrar, *not* from a professor) confirming anticipated graduation and degree conferral you may also be exempt from this requirement. However, upon admittance you will be required to provide your complete, official credentials submitted in the manner described above. Failure to submit official, original and final documents will result in a hold on your record that will prevent course registration for future semesters. Please note that some programs may require that an outside course-by-course evaluation be submitted.

Please ensure that you carefully read the information below before you upload copies of your official transcripts.

### **What constitutes an unofficial copy we can accept for upload?**

An unofficial copy is an official transcript/diploma that you received as a hard copy from your institution and then scanned and sent to our office electronically.

In order for us to accept these documents, they should display all of the following items:

- All credits earned, including all passing or failing grades for courses completed and attempted.
- The full name of the degree earned or in-progress along with the major or area of study (Ex. Bachelors of Arts in Sociology) and dates of conferral and/or graduation.
- The official university logo or name of the degree granting institution with the official seals and signatures of the Registrar, Controller of Examinations or other institutional authority.
- Simply getting documents notarized is NOT acceptable even for unofficial copies.

### **Documents We Cannot Accept**

- Documents attested or verified by local notaries.
- Print-outs or screenshots of transcripts from student portals
- Documents stamped as unofficial or with unofficial watermarks

- Provisional marksheets/transcripts
- English translations prepared by a non-recognized translator, or self-translated documents
- Please do not create your own transcript by copying and pasting information into Microsoft Word, for example, as these will be deemed unacceptable and we will be unable to proceed with your review until we receive the necessary information.
- Please do not send screenshots or mobile phone pictures of your transcripts. If the document is blurry or dark or illegible for any reason we will not accept it and request that you send a clear scan of your documents.

## **\*\* Special Notice to Students from India and China:**

### **India**

- Individual semester/annual mark sheets must be submitted along with the consolidated mark sheet, **including all backlogs/failed attempts**, only submitting the consolidated mark sheet is not sufficient for admission. Documents/marksheets must come from the university that awards the degree, documents issued by affiliated colleges are **not acceptable**. However, individual marksheets issued by Autonomous Colleges are acceptable.
- Final Degree Certificates/Convocation Certificates must be submitted during the application process if you have graduated, otherwise proof of enrollment (enrollment statement or enrollment certificate) must be provided. Provisional degree certificates will be accepted for one calendar year from issuance after which time you must submit the convocation certificate from the degree granting university. Provisional certificates will not be accepted if they are older than one year.
- ***Please include scans of the overleaf/back side of your marksheets for institutional grading policies and the grading ordinance or regulation of your program and institution.***

### **China**

- Students with degrees from Chinese institutions must submit copies of both their original Diploma/Degree Certificate 学位证书 and Qualification/Graduation Certificate 毕业证书. Please submit copies/scans of your original certificates that were given to you, a copy of a photocopy with translation will not satisfy the requirement for original certificate.
- All documents must be in both Chinese and English.
- ***Please submit a scanned copy of the grading/assessment/examination scale used by your University.*** If no grading scale is provided, the 5-scale (A-B-C-D-F) will be used by default.
- CHESICC and CDGDC reports are supplemental and not acceptable in place of transcripts or graduation certificates/degree certificates.

### **What is required for enrollment?**

Official transcripts are required *only* if admitted. All accepted students who enroll for courses at Mason have until the last day to add classes in their first semester to submit all official, final transcripts and diplomas/certificates for all earned degrees. Failure to submit official documents will result in a hold on your record that will prevent course registration for future semesters.

Official documents should be sent directly to George Mason University's Office of Graduate Admissions from your institution in sealed envelopes bearing the institution's name and address.

### **What constitutes an official document?**

- 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 verified/attested photocopies. Only copies/documents that have been attested by the appropriate institutional authority, such as the Registrar and/or Controller of Examinations, and that have been submitted officially will be accepted. Mason understands that in some rare cases universities issue only one set of originals, so copies are permitted if the attestations are original and meet the requirements stated above.
- We will accept documents in your possession if they meet our requirements (see above) and are delivered to Mason in their **original sealed, unopened envelopes** from the issuing institution. We cannot accept documents that have been opened or that have been viewed by anyone else (including you).

If you have any questions or concerns about international document submission that are not made clear by these guidelines or are not addressed please do not hesitate to contact the Office of Graduate Admissions at [masongrad@gmu.edu](mailto:masongrad@gmu.edu), or you may go to the Office of Admissions in the Johnson Center and speak with an admissions representative