

# 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. 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. 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.

## TRANSCRIPTS AND CERTIFICATES/DIPLOMAS (ACADEMIC RECORDS)

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

- First, you should follow your home university'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 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.
  - For information on qualified translators in your area, please contact the American Translators Association ([www.atanet.org](http://www.atanet.org))
  - 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 when you submit your official copies.

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

George Mason University requires that graduate applicants hold a credential that we evaluate to be equivalent to a four-year bachelor's degree from a regionally accredited university or college in the United States. 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 accept hard copies sent via postal mail as this will delay your application review significantly.

If your most recently conferred degree is from a regionally accredited U.S. institution, you are not required to have an international credential evaluation. Additionally, if you are expected to graduate and submit 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 are also exempt. However, upon admittance you will be required to provide your complete 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 still request 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 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 university 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 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 mark sheets must be submitted including all backlogs/failed attempts, consolidated marksheets are not sufficient for admission. Documents/marksheets must come from the university that awards the degree, documents issued by affiliated colleges are not accepted. However, individual marksheets issued by Autonomous Colleges are acceptable.
- Final degree 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 1 calendar year from issuance after which time you must submit your final degree certificate from the degree granting university.
- *Please include scans of the overleaf/back side of your marksheets for institutional grading policies.*

### **China**

- Students who hold degrees from Chinese institutions must submit copies of both the Degree Certificate and Graduation Diploma along with the complete transcripts.
- *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.
- All documents must be in both Chinese and English.
- CHESICC and CDGDC reports are supplemental and not acceptable in place of transcripts or graduation certificates/degree certificates.

### **What is required for enrollment, issuance of the Form I-20, or both?**

Official transcripts are required *only* if admitted. There are situations including, but not limited to the examples below, where official documents may be required by your program if admitted prior to enrollment:

- For internal funding, such as Graduate Research or Teaching Assistantship offers they may be required prior to enrollment depending on your graduate program.
- For F1-J1 Visa applicants official transcripts will be required in order to issue I-20s.

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 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 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.
- 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 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 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, the British Council, or other recognized higher education organization 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.

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.