

INTERNATIONAL TRANSCRIPT SUBMISSION GUIDELINES

This is a guide to help applicants who are required to submit international transcripts determine what needs to be submitted with their application.

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, 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)

What do we need from your academic records?

1. First, you should follow your home university's policies for transcript requests. Universities may charge a small 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 furnish the information we require.
2. 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.
3. If degree conferral (Including the 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.
4. All documents must be issued by the degree-granting university.
5. If you have not yet graduated, you must submit all transcripts or semester marks statements for all semesters/years completed to-date. 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.
6. 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.
 - o 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 when you submit your official copies.

How to Submit Academic Records:

Mason has different process for how international transcripts are required if you are applying to an undergraduate or graduate degree program.

If you are applying for an Undergraduate, Transfer or Non-Degree Bachelor's program:

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. 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.

- You may also bring your original documents to Mason Office of Admissions. A designated Admission Representative will copy and attest them and return the originals to you.

Documents We Cannot Accept

- Unattested photocopies, re-copied documents, scanned documents or documents attested or verified by local notaries.
- English translations prepared by a non-recognized translator, or self-translated documents.
- Transcripts, mark sheets, degree certificates, diplomas, and English translations that are copied and have been opened by someone other than a Mason staff member.

** Special Notice to Students from India and China:

India:

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 for Students from India:

1. Documents issued by Autonomous Colleges will be accepted.
2. 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.

China:

- 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.

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

George Mason University requires that graduate applicants 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 Mason Office of Admissions and your academic department.

What is required for application review?

All applicants must upload copies of official transcripts to the online application for ALL degrees earned or in progress. We do not accept hard-copies sent via postal mail as this will delay your application review significantly.

What is required for enrollment, issuance of 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 in their first semester to submit all official, final transcripts for all earned degrees.

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

What constitutes a unofficial copy we can accept for upload?

An unofficial copy is typically either an official transcript you either received as a hard copy and then scanned or one you downloaded directly from your university.

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 these credits earned
- The full name of the degree earned or in progress along with the major or area of study (Ex. Bachelors of Arts in Sociology)
- The official university logo or name of the degree granting university

What we cannot accept:

- 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.

What constitutes an acceptable unofficial document?

- These should be scanned documents issued to you 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 where scanning and uploading may not work. In those cases, a student must mail hard copy originals.
- You can scan copies you have in your possession as long as they meet our requirements (see above) and are uploaded to the online application.
- 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 uploaded and the seals or pictures are clearly legible.
- Simply getting documents notarized is NOT acceptable even for unofficial transcripts.
- You may also bring your original documents to the Mason Office of Graduate Admissions. A designated Admission Representative may copy and attest them and return the originals to you, but we require that you set up an appointment in advance Monday through Friday from 9:00 a.m. EST to 4:00 p.m. EST. To do so please email masongrad@gmu.edu. Please note that we do not guarantee attestation and will approve appointments only on very limited and extenuating circumstance.

Documents We Cannot Accept

- Documents attested or verified by local notaries.
- English translations prepared by a non-recognized translator, or self-translated documents

** Special Notice to Students from India and China:

India:

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 for Students from India:

3. Documents issued by Autonomous Colleges will be accepted.
4. 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.

China:

- 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.