



AMERICAN UNIVERSITY  
WASHINGTON, D.C.  
SCHOOL OF INTERNATIONAL SERVICE

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## SIS Graduate Application Transcript Guide

SIS now allows students to upload unofficial transcripts from most college, university, and other post-secondary institutions for admission review purposes. Special requirements and restrictions for submission of certain types of transcripts are explained below. If you have a question about your particular institution that is not answered here, please do not hesitate to contact our office prior to submitting your documents.

### What are the benefits of uploading my transcript(s) to my application?

We strongly suggest that you upload unofficial copies of eligible transcripts along with your application. Doing so will greatly expedite the processing and completion of your application. Once your transcripts have been successfully uploaded, you will be able to check their receipt status on your personalized [VIP page](#). This will help you ensure that all required components of your application have been received by our office as soon as possible. Please make sure that your scanned transcript is readable and properly sized, and remember to rotate your document to a horizontal view before uploading.

### What is the difference between an “official” and “unofficial” transcript?

An “**official**” transcript is a document that has been prepared, authenticated and sealed by the institution. To be considered official, a transcript must be mailed, unopened, to our office.

Please note that students who have attended institutions outside of the U.S. are **required** to mail us official transcripts with degree confirmation and translation (if applicable) at the time of application. Your application will not be reviewed for admission until official transcripts from all international institutions attended have been received by our office.

An “**unofficial**” transcript is a document that has been opened and examined by the student or printed from an institution’s website before being submitted to SIS. **Any transcript that you upload to your application is considered “unofficial.”**

### Can I upload an unofficial transcript printed from my university's web portal?

Although we strongly prefer that you submit unofficial copies of original paper transcripts (scanned and uploaded as PDFs), we will accept grade reports/copies of transcripts downloaded from your institution’s website, provided that:

1. the institution name is clearly indicated
2. the grade report is printed directly from your institution’s online system (with your institution’s URL clearly visible across the top of the document) and scanned into our system as a PDF. We cannot accept grade reports/transcripts that have been copied into Microsoft word or a similar text edit program.

### What needs to be shown on my transcript(s)?

Each submitted transcript must clearly show the institution name, course title and level (if applicable, i.e. 300, 400, etc.), grade earned in each course, credits earned in each course, and degree earned (if applicable). If your degree is yet to be awarded, the transcript must have some indication of your being enrolled in that degree program.

## **I attended post-secondary institutions outside the U.S., can I still upload my transcript(s)?**

Yes, however, you are still **required** to mail us official transcripts with degree confirmation and translation (if applicable) before your application can be reviewed. Please review the following complete list of transcript requirements carefully before you proceed:

- **Original/Official Transcripts or Academic Records:** Original/official transcripts or academic records are required and must reflect with all courses taken and grades and credentials received. Transcript(s) need to be issued by the appropriate records office of the institution and must be stamped/authenticated. Transcript(s) must show courses and grades from all years of study, not just the final year(s).
- **Degree Confirmation:** If you hold a degree from a post-secondary institution but the transcript from that institution does not bear the title of the degree and the date it was conferred, an endorsed/attested copy of the original diploma is required to be submitted along with the transcript. If you have yet to receive the degree, the transcript must have some indication of enrollment in that degree program.
- **English Translations:** If the original transcripts or degree confirmation are not in English, original English translations must be provided together with the original transcript or diploma. Translations must come from recognized bodies such as university, embassy, overseas EducationUSA Advising Centers, or other certified translation agencies. Translations alone or unattested copies of any document will not be accepted. If you choose to upload an unofficial transcript to your application, translations must be uploaded with it.
- **Transcript Evaluation:** If you attended a non-U.S. institution, one of our evaluators will do an assessment of your foreign transcripts and credential(s). External credential evaluations will not be accepted.

## **I attended more than one institution and do not have all of my transcripts available to upload, can I still submit my application?**

You are not required to upload all transcripts when you submit your application online although you are strongly recommended to do so as it significantly expedites the processing of your application. You may access the transcript upload section of your application at a later time to add additional documents as they become available. Please note, however, that your application will not be considered complete and/or ready for review by our admission committee until all application components, including required transcripts submitted via upload or mail, are received.

## **I transferred between one or more schools, do I need to submit copies of transcripts from every institution?**

If you transferred credits between one or more institutions, separate transcripts must be submitted for each institution attended unless course title, level, grades and credits earned at each previous institution appear on the transcript(s) you submit to us. If our admissions staff is unable to assess your previous performance from the transcript(s) submitted, you may be asked to provide additional documentation before your application can be reviewed.

## **I studied abroad for one or more semesters, do I need to submit a transcript from that institution?**

Students who have completed a study abroad program during the course of their undergraduate and/or graduate studies are required to submit copies of their study abroad transcripts if the course names, grades and credits earned abroad are not already reflected on the home institution transcript(s).

## **Will I ever need to submit an official transcript?**

Students who have attended institutions outside of the U.S. are **required** to submit official transcripts before their applications can be reviewed for admission.

Admitted students who have submitted unofficial transcripts from U.S. institutions will be **required** to submit official transcripts prior to enrolling.