

## Requirements for Acceptance of Uploaded Transcripts

Applicants must upload all current transcripts to complete the application process.

### Please Note:

- Up-to-date official transcripts of all undergraduate and graduate studies must be included in the application (even if these studies have been discontinued or if courses have been completed but were not part of a program of study).
- Up-to-date transcripts are defined as transcripts dated or issued in the fall/winter session of the year of application (if currently registered) or after the last term completed (if not currently registered). Since recent or current undergraduate or graduate studies may not have been completed, up-to-date transcripts may not include new entries or grades.
- A Degree Certificate must accompany transcripts\* that **do not** clearly indicate:
  - that a degree has been conferred/awarded/granted; and
  - the date on which the degree was conferred.
    - Degree certificates must include the date of issue, the registrar's signature, and a post-secondary institution stamp or seal.

\* You may have an interim transcript that does not yet indicate that a degree has been conferred and the date that degree was conferred. However, *final* transcripts from all North American and many international institutions will include this information; in which case there is no need to submit a Degree Certificate.

### Uploaded documents must meet the following criteria in order to be accepted:

- The document must include the applicant's full name, post-secondary institution name, academic program, the grading scheme/scale legend, names and numbers of courses, year and term of attendance, credits, and grades received.
- The transcript must be scanned in its entirety (front and back pages) and be legible.
- As applicable:
  - Transcripts provided to support a degree that has been conferred must cover the entire period of the degree.
  - An English translation of transcripts in languages other than English must be provided by the issuing institution or by a certified translator.
    - If the transcript is issued in French by a Canadian institution, then no English language translation is required.

### Acceptable transcripts may include either:

- A transcript issued to the student by the post-secondary institution; or
- A transcript/student record obtained from self-serve web system of the post-secondary institution's (must meet the criteria listed above and provide the system's URL and print date)

*We do not accept documents notarized by a notary public, or endorsed by a lawyer, professor, or judge.*

***Transcripts uploaded on the online application portal are considered to be unofficial documents.***

If an applicant receives a conditional offer of admission, they must then provide official transcripts. These must be sent directly from the post-secondary institution to the Faculty of Graduate Studies and Research office for authentication purposes.