

[University of Alberta Faculty of Graduate Studies & Research Admissions - Requirements for Uploaded Transcripts:](#)

Requirements to support an online application:

All transcripts received via the upload process are considered **unofficial**. If the applicant is offered admission, they will need to provide official (paper) transcripts directly to the Faculty of Graduate Studies & Research . ***Offers of admission will be conditional upon the receipt and authentication of the applicants official documents.***

Applicants must upload:

- Transcripts for their complete post secondary academic record to date.

In order for the admission process to proceed uploaded transcript documents must fulfil specific guidelines - refer to [Uploaded Transcripts - Acceptance Guidelines](#).

- Transcripts from each post secondary institution attended (including incomplete studies and transfer credit courses)
- Transcripts in languages other than English must be accompanied by an English translation provided by the institution issuing the transcript or by a certified translator. Note: When the transcript is issued in french by a Canadian post secondary institution where the official language of instruction is french, no english language translation is required.
- A Degree Certificate if the uploaded transcript does not clearly indicate that a degree has been conferred and the date conferred.

Uploaded Transcripts - Acceptance Guidelines

Transcript documents must be obtained by the applicants from the appropriate post secondary academic institution(s).

The transcript*** document may be:

- A scanned copy or student copy of an official transcript issued by the post secondary institution (***)Note: uploaded marksheets are required for applicants from India)

OR

- A student record of study obtained from the post secondary institution's self-serve web system

In order to be accepted the uploaded document must meet the following guidelines:

- must include the post secondary institution name
- if a student record from the post secondary institution's self-service web system, the uploaded document must include the student's full name, post secondary institution name, academic program, and the system's URL.
- must be a complete up to date academic record with the grading scheme, applicant's name, names and numbers of courses, year and term of attendance, credits, and the grades received.
- must be completely scanned and legible.
- If not on the transcript or student record, a document legend including the grading scale must also be scanned and uploaded (usually found on the back of the paper document).
- Transcripts in languages other than English must be accompanied by a certified translation. The entire document including any information on the reverse side of the document must be translated. Non-certified or non-literal translations will not be accepted. Note: When the transcript is issued in french by a Canadian post secondary institution where the official language of instruction is french, no english language translation is required

Uploaded Transcripts - Acceptance Guidelines (cont.)

- If the uploaded transcript does not clearly indicate that a degree has been conferred and the date conferred then a Degree Certificate must also be uploaded.
- Transcripts provided to support a degree that has been conferred must cover the entire period of the degree.
- Degree certificates uploaded must include date of issue, registrar's signature and a post secondary institution seal.
- Uploaded documents that do not meet the above requirements but notarized by a notary public, or endorsed by a lawyer, professor, judge, etc. will not be accepted.

For Examples of recently uploaded documents that are NOT acceptable under these guidelines please see - [Samples of Unacceptable Uploaded Transcript documents](#)

Note: these documents either do not include the institution's name, the URL to show it was taken from the institution's self-service web system, or the academic program.