

INTERNATIONAL TRANSCRIPT SUBMISSION GUIDELINES

This is a guide to help applicants who submit international transcripts to determine what needs to be submitted with the graduate application. **Please Note:** George Mason reserves the right to withhold making a decision on your application until all requested documents have been received.

George Mason University requires graduate applicants to hold a credential that we evaluate to be comparable to a four-year bachelor's degree. Comparability is determined by a review of your grades, the rigor and content of your curriculum, and other factors as required by your graduate program or department.

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 credentials. Complete credentials include course transcripts for each semester completed in your degree program, and the degree certificate or diploma if a graduation date, with the name of your degree, is not listed on the transcript

You must submit all credentials in **both the original language and English**. The English translation must be literal, or word-for-word. For information on qualified translators in your area, please contact the American Translators Association (www.atanet.org) or another recognized translation service. Self-translated copies are not acceptable. All transcripts and diplomas must be issued by the degree-granting university. **If your university issues official documents in English an additional English translation is not required.**

Notice to students from India

Students who attended university in India must submit transcripts from the university that awards the degree. Transcripts and degree certificates that are issued by the affiliated college cannot be accepted. If you are still enrolled and have not graduated, you must submit semester marks statements for all semesters completed to-date. You **must** provide final university transcripts and the university degree certificate or diploma as soon as they are available.

Notice to students from China

Students who hold degrees from Chinese institutions must submit copies of both the Graduation Diploma and Degree Certificate along with their transcripts. Students who have not yet graduated should submit a transcript for courses completed to-date, and then provide a final transcript as well as the Graduation Diploma and Degree Certificate as soon as they are available.

Credentials We Require

1. Official transcripts are expected. These are documents that are sent directly to George Mason University from your home university. You should follow your home university's policies for such requests. Usually, universities charge a small fee for this service. The George Mason University application has a form you can use to request a transcript from your university.
2. Transcripts you may already have in your possession are also considered official if they are still in their original, sealed and signed university envelopes. We will accept these sealed transcripts as official documents.
3. Transcripts submitted by any other method (even if they are on original paper) are considered unofficial and must be verified (attested) either by the issuing university, your Embassy or Consulate, or by another official body such as EducationUSA, Fulbright, Amideast. We will accept only copies that bear the **original** attestation stamp and signature.

Credentials We Will Not Accept

1. George Mason University cannot accept unattested photocopies or re-copied documents. Please note that we cannot accept transcripts attested by local notaries public.
2. English translations prepared by a non-recognized translator.

Please note that all official credentials, such as transcripts, marks statements or degree certificates become the property of George Mason University once you submit them with your application.

INTERNATIONAL TRANSCRIPT EVALUATIONS

George Mason University requires all applicants who have completed degrees outside the United States to submit their transcripts for degree validation before they may be considered for admission to a graduate degree program.

Applicants may send their credentials to an approved evaluation agency or organization. Each evaluation agency has its own procedures, but you should authorize those to forward completed evaluations directly to George Mason University. We will accept only **original** evaluations sent directly from the evaluation agency. Agencies charge fees for their services and may have document requirements that are different from Mason's. You are responsible for payment of all fees charged by external evaluation agencies. For a list of approved evaluators, please click this link: www.naces.org/membership.htm.

You may choose to have your credentials evaluated at Mason. This is a free service. Due to high volume, you should submit all required documents at least four to six weeks before the stated deadline to ensure a timely evaluation of your application.