

# Schulich's Application Tips

# TRANSCRIPTS

The Schulich School of Business requires all post-secondary academic transcripts to be sent to us as part of your application package.

There are two types of transcripts:

## 1. OFFICIAL TRANSCRIPTS

**Official transcripts are those that are issued directly by the institution and are sent to us in a sealed and stamped envelope. If the envelope is opened en route to the School, the transcript will no longer be considered official.**

## 2. UNOFFICIAL TRANSCRIPTS

**Unofficial transcripts are your own copies that were issued to you directly by the university or that you have downloaded from the university website.**

## ASSESSING YOUR APPLICATION

- We can review either official or unofficial transcripts when assessing your application.
- You may scan your own unofficial transcripts and upload them to your application, as long as they are legible and you include the legend from the back side (if applicable).
- We require official transcripts to be sent, as well, and we recommend ordering them as early as possible. They can take a month or longer to arrive, and any offer of admission will be conditional upon receiving official transcripts.
- If the scan of your unofficial transcript is not legible, we will have to wait for the official transcript to arrive before we can complete the review.
- If your transcript is issued in a language other than English or French, we will need to receive an English translation, provided either directly by your university or a certified translator. If you are using the latter, you will need to order two copies of your transcript – one that gets sent to us unopened, and one that you provide to the translator.

### Your recent grades are most relevant!

While we do require all post-secondary transcripts, we are focused on your most recent education.

For example, if you have completed another Masters degree, those grades will be deemed more relevant than your undergraduate degree.

However, we will review all transcripts to help us to understand your academic history and potential.

