

# Schulich Graduate Admissions

## Application Tips: TRANSCRIPTS

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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:



**Graduate Recruitment & Admissions, W263**  
Schulich School of Business,  
York University  
111 Ian Macdonald Blvd,  
Toronto, Ontario  
Canada, M3J 1P3



416-736-5060



admissions@schulich.yorku.ca



schulich.yorku.ca

### 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 unsealed, the transcript will no longer be considered official.

If the university will not send transcripts directly, you can forward the transcript to us. The original envelope must remain unopened with its seals signed and stamped by the university.

Official transcripts can be delivered in three ways, though ground mail, digitally to [admissions@schulich.yorku.ca](mailto:admissions@schulich.yorku.ca) or via WES Canada via a WES ICAP Report. Please refer to the [Official Transcript Guidelines](#) for details.

### 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.

## Your most 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 understand your academic history and potential.

## 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. Remember to include the grading legend from the back of the transcript (if applicable).
- If the scanned, uploaded version of your unofficial transcript is not legible, we will have to wait for the official transcript to arrive before we can complete the review. Otherwise, we only require official transcripts to be sent after you have been admitted.  
**Note:** any offer of admission will be conditional upon receiving official transcripts.
- If your transcript is issued in a language other than English or French, we will need to receive an English translation, sent directly by your university or a certified translator. If you are using a certified translator, you will need to order two copies of your transcript – one that gets sent us unopened, and one that you provide to the translator.