

Requirements for a Transcript of Records

The official Transcript of Records must include the following information:

- full titles of the units that the student has completed for the degree
- completion times of study units (or at the very least the overall study time at the institution)
- grades obtained
- credits awarded
- information on the grading scale used at the institution at the time of study

If you have not yet graduated:

- The transcript of records must include the name of the degree that will be awarded to you when you graduate (Bachelor of, Master of, etc.)

The Transcript of Records must cover the full length of studies. If the degree includes course units that the student has completed at another institution and the transferred credits are not indicated in detail on the Transcript of Records, a separate Transcript of Records regarding the transferred credits should be submitted. Please also note the possible country-specific requirements.

If your official Transcript of Records does not include all the required information, please see the following instructions for completing your Transcript of Records.

What to do if the following information is missing on your Transcript of Records

Names of course units

If the Transcript of Records does not include the full names of the study units, an additional document explaining these is required. This can be, for example, a syllabus. The document must be officially certified by the awarding institution.

Completion times of study units

If your Transcript of Records does not include information on the completion times of the study units, a separate document explaining this is required.

You must submit an officially certified document issued by the awarding institution that states either the completion times of the individual study units or your overall time of study at the institution.

Please note that information on the usual duration of the programme is not sufficient.

Grades

If the Transcript of Records does not include the grades obtained, you are required to submit an officially certified document issued by the degree-awarding institution providing these.

Credits

If your Transcript of Records does not include information on the credits awarded for individual study units, please submit a separate officially certified document issued by the institution indicating this.

If your institution uses a system different from the credit system, please submit an officially certified document issued by the awarding institution where the extent/scope of the study units is shown. This can be indicated, for example, as study hours required to complete the individual units.

Grading scale

On the online application, you are asked to describe the grading scale used at the institution at the time of study. The grading scale must include all the grades and marks that appear on the applicant's Transcript of Records.

The description must include the grades in relation to each other and clearly depict the highest and lowest grade, as well as which grades are passing grades and which are a fail. You are also asked to provide a direct link to an official website where the information on the grading scale can be verified.

If there is no official website where the information on the grading scale can be verified, the information should be included in the Transcript of Records. If it is not, a separate official document describing the grading scale is required.

The document must be issued and officially certified by the awarding institution, or compiled by the applicant and officially certified by the awarding institution.