



UNIVERSITY OF ALBERTA

ALBERTA SCHOOL OF BUSINESS

What Transcripts Do I Need and How Do I Submit Them?

- Transcripts are required as part of the online application and to clear conditions after you have been admitted to the program.
- The information below highlights the documents you need to submit in the online application portal.
- Official paper transcripts will be requested by the Faculty of Graduate & Postdoctoral Studies (FGPS) after admittance into the program. The transcripts must be sent directly from the issuing institution to FGPS after you are admitted and the address can be found in your official FGPS issued admission letter.

Transcript Requirements for the Online Application Portal

Canada

- Transcripts are required for all post-secondary courses you have taken. If you have taken any transfer credit or exchange courses you must upload the corresponding transcripts to the application portal. Transcripts must also be submitted for in progress and incomplete courses.
- Official transcripts are preferred but unofficial transcripts will be accepted only if they include the following: the system's URL, print date, your full name, name of the institution, academic program, grading scale, names and numbers of courses, the years and terms of attendance, credits, and grades received.
- Submitted transcripts must have been issued within the last year. Older transcripts will be accepted for education completed outside of North America.
- Degree certificates must be uploaded if your transcript does not list the degree awarded and the conferral date.
- Scan your transcript(s) and upload the PDF files to the application portal. Please do not send paper copies of transcripts or documents to the Faculty of Business or the Faculty of Graduate Studies and Research offices unless they are requested in an official offer of admission.



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ALBERTA SCHOOL OF BUSINESS

International - Transcript Overview

- Transcripts are required for all post-secondary education you have taken. If you have taken any transfer credit or exchange courses you must upload the corresponding transcripts. Transcripts must also be submitted for in progress and incomplete courses.
- Scan the official original language transcript(s) and the certified English translation of your official transcript(s). Official degree certificate(s) in the original language and a certified English translation of your degree certificate(s) must also be uploaded to the application portal.
- WES (World Education Services) transcripts do not meet the transcript requirements. Official transcripts must be issued by the University or College you attended.
- Include the grading scale for your institution in the transcript PDF. Grading scales typically list numerical values for letter grades and vice versa. Grading scales can often be found on the back of transcripts.
- The FGPS website provides a [list of countries](#) that issue English transcripts. Applicants from these countries do not need to provide documents in the original language.
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China

- Transcripts are required for all post-secondary education you have taken. If you have taken any transfer credit or exchange courses you must upload the corresponding transcripts. Transcripts must also be submitted for in progress and incomplete courses.
- Scan the official original language transcript(s) and certified English translation of your official transcript(s).
- Scan the official original language and certified English translation of your graduation certificate(s) and degree certificate(s) and upload them to the application portal. Include the grading scale for your institution(s) in the transcript PDF. Grading scales can often be found on the back of transcripts.
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ALBERTA SCHOOL OF BUSINESS

India and Pakistan

- Transcripts are required for all post-secondary education you have taken. If you have taken any transfer credit or exchange courses you must upload the corresponding transcripts. Transcripts must also be submitted for in progress and incomplete courses.
- If your University/College issued you individual semester marksheets, they are required to be included in your application.
- Scan the official individual semester marksheets as one PDF file and upload it to the application portal.
- Include the grading scale for your institution in the transcript PDF. Grading scales can often be found on the back of transcripts.
- Scan your official degree certificate(s) and upload them to the application portal
- If your documents are issued in a language other than English, a certified English translation must be uploaded.
- Please do not send paper copies of transcripts and documents to the Faculty of Business or the Faculty of Graduate Studies and Research offices unless they are requested in an official offer of admission.

Nigeria

- Transcripts are required for all post-secondary education you have taken. If you have taken any transfer credit or exchange courses you must upload the corresponding transcripts. Transcripts must also be submitted for in progress and incomplete courses.
- Scan your official transcripts and degree certificates and upload them to the application portal. Include the grading scale for your institution in the transcript PDF. Grading scales can often be found on the back of transcripts.
- If your documents are issued in a language other than English, a certified English translation must be uploaded.
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ALBERTA SCHOOL OF BUSINESS

United States

- Transcripts are required for all post-secondary courses you have taken. If you have taken any transfer credit or exchange courses you must upload the corresponding transcripts. Transcripts must also be submitted for in progress and incomplete courses.
- Upload official transcripts that have been issued within the last year. Older transcripts will be accepted for education completed outside of North America.
- Degree certificates must be uploaded if your transcript does not list the degree awarded and the conferral date.
- Scan your transcripts and upload the PDF files to the application portal. Please do not send paper copies of transcripts and documents to the Faculty of Business or the Faculty of Graduate Studies and Research offices unless they are requested in an official offer of admission.