



Frequently Asked Questions: Academic Transcripts

Complete instructions for applying, including deadline dates and program-specific requirements, are readily available when you log-in to the online application and printed in our downloadable paper application. Complete information about applying is also available on the web at our Application Resource Center at <http://gsas.nyu.edu/page/grad.admissionsapplication.html>.

The following frequently asked questions are included in this document:

1. What degree must I have in order to enroll in the Graduate School?
2. What transcripts are required as part of my application?
3. How do I successfully upload my transcripts to my online application?
4. What if I am unable to upload my transcripts to my online application?
5. How many copies of my transcripts are required?
6. Do you need transcripts for coursework I completed in a study abroad program or summer session or for other transfer credit?
7. I haven't received my baccalaureate so my transcript is incomplete. What should I do?
8. My transcript is from a school outside the U.S. and I cannot obtain more than one original transcript from the school. What should I do?
9. Do you need an updated copy of my transcript if I am offered admission and enroll?
10. My transcripts are not written in English. What should I do?
11. What is the deadline for sending you my transcripts?
12. To what address should my transcripts be mailed?
13. Do I need to use the "Document Cover Sheet" when mailing my transcripts?
14. Do I need to calculate my GPA if it is not shown on my transcripts?
15. How do I report my GPA if I attended a school outside the U.S.?
16. May I email my transcripts?

1. What degree must I have in order to enroll in the Graduate School?

You must receive your undergraduate degree (U.S. baccalaureate or equivalent) from an institution of recognized standing before enrollment in the Graduate School. Students from India, Pakistan, Sri Lanka, Myanmar and Bangladesh must show completion of both the baccalaureate and master's examinations prior to registration in the Graduate School. The examinations for the Bachelor of Engineering and the Bachelor of Technology meet the application requirements for the Graduate School.

2. What transcripts are required as part of my application?

One (1) academic transcript, mark sheet, or final grades sheet (and English translation, if required) from each institution you attended should be uploaded on one of the "Transcript Upload" pages as part of your online application. The baccalaureate or equivalent transcript should clearly indicate conferral of your undergraduate degree. If you are currently completing your baccalaureate, you should upload a transcript showing your academic record through your most current term of study.

The transcript you scan and upload must be a document that was produced by the registrar. The document must include one or more of the following features: the registrar's signature, the registrar's seal, an institutional watermark, or it must be printed on official institutional paper. A document you personally print from your academic history does not meet this requirement.

If uploaded, you should **NOT** send official copies of your transcripts to Graduate Enrollment Services at this time. If you are offered admission, you will be required to provide official transcripts (refer to item 9 below).

3. How do I successfully upload my transcripts to my online application?

To upload your transcript documents, please use the "Transcript Upload" pages that appear within the **Step 3: Essays** section of the online application. (If you need more than three pages for your upload, please also use the "Additional Information" pages of your online application.)

For instructions on uploading documents, please refer to the separate document *GSAS Online Application—Troubleshooting Guide for Uploading Documents*. It is located in the Instructions section of your online application (**Step 1: Instructions**). It is also available in the *Frequently Asked Questions* link in the Application Resource Center at <http://gsas.nyu.edu/page/grad.admissionsapplication.html>.

The uploaded transcripts must be clear and legible. Please be sure that they can be easily viewed on the screen (e.g., that they are displayed properly and not upside down or sideways). After you upload them, please review them carefully before you submit your application.

4. What if I am unable to upload my transcripts to my online application?

We recognize that not all applicants have the opportunity to prepare an electronic file to upload to the application. Your application will receive full consideration as long as you mail us your transcripts by the application deadline date. Please see our mailing address in item 12 below. However, please note that our preference is for you to upload the transcripts, if at all possible.

5. How many copies of my transcripts are required?

One (1) academic transcript, mark sheet or final grades sheet from each institution you attended is required as part of your application.

6. Do you need transcripts for coursework I completed in a study abroad program or summer session or for other transfer credit?

Some transcripts also report coursework from a different institution. If the course names and grades appear on another transcript you are submitting, then it is not necessary for you to also submit a separate transcript from your study abroad, transfer or summer session school. However, the transcript must include the course names and grades for work done at the other institution; if it does not, then we require that you submit a separate transcript.

7. I haven't received my baccalaureate so my transcript is incomplete. What should I do?

If you are currently completing your baccalaureate, you may send a transcript showing your academic record through your most current term of study.

8. My transcript is from a school outside the U.S. and I cannot obtain more than one original transcript from the school. What should I do?

Please refer to the answer to item 2 above for instructions on what to submit as part of your application. If you are offered admission and enroll, we will need to receive an original transcript. Please refer to item 9 below.

9. Do you need an updated copy of my transcript if I am offered admission and enroll?

If you are offered admission and enroll, we require that you send us official transcripts, as follows: (1) one final transcript showing conferral of your undergraduate degree (baccalaureate or equivalent); (2) one final transcript from any institution in which a degree was conferred (e.g., if you received a master's degree); (3) one transcript from any institution in which you did graduate-level work, even if a degree was not conferred. Each transcript must be sent to Graduate Enrollment Services and be received prior to your first term of registration. Any transcript you send must be an original official transcript with the Registrar's stamp or signature. It will become part of your official New York University record.

10. My transcripts are not written in English. What should I do?

All applicants must ensure that certified English translations accompany all documents written in languages other than English. Translations must be literal and complete versions of the original records. We must have your transcripts in both the native language and in English for us to evaluate your credentials. Please be sure to include the translations with the transcript documents you upload to your online application.

11. What is the deadline for sending you my transcripts?

If you are not able to upload your transcripts as part of your application but are mailing them instead, then all application materials should be received by the application deadline date. Program-specific application deadlines are provided in the *Application Requirements and Deadlines* link in the Application Resource Center at <http://gsas.nyu.edu/page/grad.admissionsapplication.html>.

Complete applications must be received by 5 p.m. eastern time on the published deadline date.

12. To what address should my transcripts be mailed?

U.S. Postal Service (including express and priority mail):
Graduate School of Arts and Science
Graduate Enrollment Services
P.O. Box 907
New York, N.Y. 10276-0907

FedEx, DHL, UPS or other express mail service (do not use for U.S. Postal Service express or priority mail):

Graduate School of Arts and Science
Graduate Enrollment Services
One-half Fifth Avenue
New York, N.Y. 10003

If the mail service requires a telephone number, it is (212) 998-8050.

Please note—all materials should be sent to the Graduate School at one of the addresses shown here. **Do not mail materials to the department or program to which you are applying.**

13. Do I need to use the “Document Cover Sheet” when mailing my transcripts?

We prefer that you include the Document Cover Sheet when mailing us any supplemental materials (except letters of recommendation). This will make it easier for us to match your materials with your application. However, we know that many schools will send us your transcripts directly, and may not include the cover sheet in the envelope. That is okay. If you apply online, the Document Cover Sheet should be printed from your online application in the section **Step 4: Supplemental Forms**. By printing it from there, it is personalized and preprinted with important information.

14. Do I need to calculate my GPA if it is not shown on my transcripts?

Yes, for all U.S. institutions. No, if the school is outside the U.S.

15. How do I report my GPA if I attended a school outside the U.S.?

If you attended an institution located outside of the U.S., do not report your GPA in your application. Leave the GPA fields blank on page 2 of your online application.

16. May I email my transcripts?

No.