

Notary and Translation Guide – Academic Transcripts

Official transcripts are required of all applicants who accept an offer of admission to the Graduate School of Arts & Sciences. This guide is designed to assist applicants who have attended universities outside of the United States. Below you will find information related to the required procedures an applicant must take in order for their transcripts to be considered official by the Graduate School of Arts & Sciences.

International Transcripts – Required Procedures to Ensure Your Transcript is Official	
Your Situation	Action Required
My official transcript is in English, and my university provides official transcripts directly to applicants and/or institutions	<ul style="list-style-type: none"> • Request that your institution send the official, signed and sealed transcript directly to GRS Admissions via postal mail. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Request that your institution provide you with your official transcript in a signed and sealed envelope. Place the sealed envelope in a larger envelope (do not open your transcript!) and send it to the GRS Admissions Office yourself.
My official transcript is not issued in English	<p>GRS Admissions requires that students submit a certified English translation of ALL transcripts and academic records (coursework, graduation/diploma certificates) with the originals.</p> <ul style="list-style-type: none"> • The translation may be completed by an embassy (if available) or professional translation service/ notary (see below, “Translation Requirements and Guidelines”). • GRS Admissions will not accept copies of a translation; the original, certified documents must be sent via postal mail to the GRS Admissions Office. Plan accordingly when requesting the number of certified translations. • Submit the original, (non-translated) transcript or certified copy of the original with the certified translation to GRS Admissions. • <i>E-mailed, scanned, or faxed documents are not acceptable. There are no exceptions to this policy!</i>
My university only provides one (1) official transcript to students	<ul style="list-style-type: none"> • Bring the original transcript to your institution or a notary/translation service, who can attest they have seen the original transcripts and provide a certified or true copy. • The original, certified copy must be submitted via postal mail to GRS Admissions in a signed, sealed envelope; photocopies will not be accepted.

Translation Requirements and Guidelines

- **Plan Ahead.** Please be advised that both the translating process of your international transcripts, as well as mailing international documents to the Admissions Office, can take several weeks! Plan accordingly to ensure your documents will **arrive** in our office in a timely fashion.
- **Evaluation vs. Translation Services.** Please be aware that there is a difference between evaluation and translation services:
 - **Translation services** provide a direct translation of the content to English. They make no interpretation of your education. This direct, certified translation is the requirement for applicants to the Graduate School.
 - **Evaluation services**, such as World Education Services (WES) and the Center for Educational Documentation (CED), analyze your academic records and are designed to provide an evaluation or compare your education to the U.S. system. You are welcome to provide an evaluation in addition to your official translation provided by a separate organization. However, a **WES evaluation is not accepted as an official transcript.**
- **Notary/Translation Services.** If your university does not provide your transcript in English, you should contact your embassy/consulate to determine if they provide translation/notary services of academic transcripts and records:

[U.S. Department of State - List of Embassies:](http://www.usembassy.gov/)

<http://www.usembassy.gov/>

[Consulate Offices in Boston:](http://www.studyboston.com/international-students/foreign-consular-offices.html)

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If this is not an option, you will need to use a professional translation service. The table below provides recommended resources for translation and notary services:

Service/Organization	Website	Information
Transperfect (420 Bolyston Street, 4 th Floor Boston, MA)	http://www.transperfect.com/	Documents are subject to a three-step certified translation process and can be certified by a notary upon request.
North American Educational Group (Swampscott, MA)	www.neag.org	Provide notarized translations; standard turnaround time is 10 to 15 business days. Rush processing available for additional fees.
University Language Services, Inc (online; various locations)	http://www.universitylanguage.com/services/certified-translation/	WES recommended professional translation services network. May contact within and outside of the United States for translation resources.
American Translators Association	http://www.atanet.org/	Ability to search online directory to location translator companies based on language requirements and content specialty. Member translators are required to pass ATA certification.
UPS (various locations, Boston MA)	www.theupsstore.com	The UPS Store provides fast and reliable notary services at many of its locations; visit the website for more details (notary services only).