TRANSCRIPTS AND PROOF OF DEGREE

Applicants are required to submit one official transcript from each post-secondary institution they have attended, or are presently attending, where two quarter hours (or one semester hour) or more were completed including study abroad and college coursework completed in high school. Proof of a bachelor’s, and, if applicable, a master’s degree is required from a regionally accredited college or university.

Official transcripts must be received in the time-frame set by the admitting unit but no later than the sixth week of the first quarter of enrollment, or a hold will be placed on the student’s account prohibiting future registration.

The applicant is responsible for obtaining all transcripts. University of Denver students and alumni do not need to provide University of Denver transcripts.

Students with three-year baccalaureate degrees from 15-year educational systems from accredited institutions of higher learning are qualified to be considered for graduate admission to the University of Denver. Applicants with a three-year baccalaureate degree cannot be granted English Conditional Admission. For more information, see English Conditional Admission (http://bulletin.du.edu/graduate/admission-and-enrollment-policies/additional-standards-for-non-native-english-speakers/english-conditional-admission-eca) (ECA).

Applicants who have earned a degree outside the U.S. must submit proof of graduation, typically through a degree certificate or diploma. Official study abroad transcripts are required unless the course titles, grades and credit earned abroad appear on another transcript. Applicants educated outside the United States are encouraged to contact the Office of Graduate Studies or the appropriate admission office for assistance regarding transcript-related materials.

Transcripts from outside of the U.S. are evaluated by the Office of International Student Admission (http://www.du.edu/apply/admission/apply/international). This process can take three to four weeks and must be completed by the program’s stated deadline. Therefore, applicants with a degree from outside of the U.S. are encouraged to apply early.

All official transcripts must include a statement of receipt of degrees earned (or separate degree/diploma certificate).

The University of Denver will consider paper transcripts official when delivered to the University of Denver in a sealed envelope from the issuing institution or a third-party agency acting on behalf of the institution provided the following criteria are met:

• The transcripts must have the original signature of the registrar and/or the seal of the issuing institution
• The transcripts must be enclosed in an envelope with the stamp or signature of the registrar across the sealed flap

The University of Denver will consider electronic transcripts official from a domestic institution provided the following criteria are met:

• The transcript is certified as official from the college or university using a third-party agency for the certification process. Approved agencies include Army/American Council on Education Registry Transcript System (AARTS), National Student Clearinghouse, Naviance, Royall and Company, and Scrip-Safe. The University of Denver reserves the right to rescind approval of the above-mentioned agencies based on changes in technology utilized by the agency. Upon request, the Office of the Registrar will take into consideration a third-party vendor other than the aforementioned agencies.
• The transcript must be received from the third-party agency by a University official.
• The transcript must be a certified PDF document with no evidence of tampering. The transcript must be retrieved from a secure server. Emailed transcripts will not be accepted.

Certified English translations must accompany all transcripts except for those provided by institutions that issue documents in English. Errors or omissions in English translations may be grounds for refusal or dismissal. Please consult the Office of Graduate Studies for specific details.

The University of Denver reserves the right to reject transcripts or request additional information if there is any question about the authenticity of the document. Transcripts with course work in progress will not be considered final and admission will be granted provisionally.

Notes: Some units may have more restrictive admissions requirements or guidelines. Consult the unit for more information.

The Office of International Student Admission evaluates international post-secondary transcripts.