

SPECIAL NOTICE

NON-ENGLISH TRANSCRIPTS

Individuals submitting transcript(s) from an academic institution that is outside the U.S. should make their transcript requests **well in advance** of the application deadline. This is particularly important as only official transcript(s) with original university certification (certification must be original) *received in the University's sealed envelope and with the dean's, registrar's, or appropriate authority's signature or seal across the envelope*, can be reviewed for an admissions decision. (**NOTE:** U.S. notarized photocopies or transcripts received opened are not considered a substitute.) It is also important that the international transcript requests are made early as international applicants must also adhere to the following:

1) International applicants must ensure that transcripts are submitted in English or are accompanied by a literal English translation on which the certification is original. 2) As with all required documents submitted in support of the application, the English translation is to be received UNOPENED with the signature or seal of the authorized translating agency (not yourself) across the envelope. 3) Copies of diplomas, certificates, mark sheets, etc., are not alternatives for *official* transcripts. If the transcript refers to a diploma or certificate and does not clearly state the degree earned, e.g., MBBS, MD, B.SC. or BA, etc., in addition to the *official* transcript and, when required, *official* English translation, the applicant should also include a photocopy of the diploma. The photocopied diploma must be in English or accompanied by a literal English translation. Both the photocopy of the diploma and, when required, the literal English translation are to have the translating agency's original certification and are to be received in a sealed envelope with the authorized certifying agency's signature or seal across the envelope.

Applicants must have the equivalent of an U.S. 4-year bachelor's degree. Only applicants whose official documents clearly indicate the equivalent of the bachelor's degree will be considered for admission. If there is any concern about whether an applicant meets the U.S. 4-year bachelor's degree requirement, the applicant will be required to submit evidence that she/he has the equivalent of a bachelor's degree. Emory University does not offer this service. To assist you, we have listed below several agencies, recognized by Emory that may be contacted to evaluate your course work.

Emory Approved Agencies for Evaluation of Foreign Educational Credentials

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311 or 800-937-3895
Fax: (212) 739-6100
Web: www.wes.org
E-mail: info@wes.org

Educational Credential Evaluators

P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
Web: www.ece.org
E-mail: eval@ece.org

IMPORTANT NOTE: The above transcript requirements apply to ALL applicants whose academic training was not in the U.S. ***This includes individuals who are in the U.S. at the time the application is submitted.*** Applications are not reviewed for an admission decision until the application is complete with all required supporting documents, including official transcripts as outlined here and in the application instructions. Therefore, in order not to impede your admissions