

English Transcript for *Academic Documents Part 1*

Your academic documents are the single most important piece of your application. Think about the first question, will this student be academically successful? What better way to measure academic potential. Then by looking at the piece of your application. The documents, your daily academic performance over the last three or four years. When we talk about academic documents, we're talking about the form issued by your school or government, the actual piece of paper. This paper, this document will list all of the individual classes that you have taken throughout your secondary school education, and the grades, scores or marks that you received for each of these individual classes. Now academic documents go by different names depending on where you're from. Transcripts, mark sheets, relevé de notes, grade reports, academic achievement records, leaving certificates and many, many more names are associated with academic documents. First think about what academic documents are called in your school or your educational system. Also remember that academic documents include the results from any national examinations that you are required to take. To graduate from high school. Again, exams go by all different names that can include national exams, board exams, leaving exams and many, many more. These documents should list each exam subject. And the score that you earned for each of those subjects. If you are applying to a college or university before you complete your examinations, you should try to submit predicted exam scores to the university for reference. Now, how to submit your academic documents can be one of the most confusing parts of the application process. The first thing to remember is that all U.S. schools, every U.S. college or university, is going to want your academic documents to be in English. Your first step is to find out, does your school issue academic documents in English? If not, then you have to think about how you're going to have your academic documents translated into English. My recommendation is to begin by contacting your local Education USA Advising Centers. Some centers actually offer a translation service in the center. Other centers that don't have a translation service will probably be able to direct you to the appropriate ministry or company or organization in your country that can do a translation for you. Remember, you're not applying to only one school. So, you're going to have to get multiple official copies of your translation. If you have your academic documents translated, U.S. universities are going to want to see both the native language version of the documents, and the English language translation. If possible, you should send both of those documents to the university together. Most U.S. schools will ask you to submit an official copy of your academic documents. Other terms that you might see will include original, stamped or sealed. All of these terms mean that your academic documents should be mailed directly from your school to the college or university that you're applying to. Documents submitted by you are rarely considered to be official, but sometimes schools are willing to accept them. You must find out if your school is willing to send your academic documents directly to the colleges and universities that you're applying to. You also have to figure out what is the process to have that done. Remember if you had to get your academic documents translated make sure you try to put both official transcripts and official translation together. One problem that a lot of students run into, is that they're only issued one official set of documents. If you're from a country where you're only given one set of documents and your school is not willing to issue additional sets for your college applications, then you're going to do what's called getting your credentials attested, alright? Attested means that an official organization, like a ministry or even your school will make a photocopy of your official documents and put a stamp on them. That says these

documents were copied from an official copy. That stamp means that those documents are attested. They are now official. Again, my recommendation is to ask your local Education USA advising center for help. Some advising centers will do credential attestation in the center. Other centers can direct you to the appropriate place to have your credentials attested. Remember that if you had to have your documents translated you might also have to get the translation attested. So be very careful to look at the requirements for each school, and make sure that you get enough copies. As an undergraduate applicant you will rarely be asked to submit a credential evaluation, but this is a requirement that you might see. A credential evaluation is an official report completed by a certified U.S. organization that takes your academic documents and changes them to reflect the U.S. system. Most notably, your grades will be calculated using the US 4.0 grading scale. If you're asked for a credential evaluation, pay very close attention to the guidelines given by the university because they can be very strict, sometimes even as strict as using one specific company to get your credential evaluation. Universities understand that it can be difficult for some students to fulfill these requirements. While it's difficult, it's rarely if ever impossible to fulfill these requirements. You need to do your best to give the colleges and universities what they ask for. This can take extra work, and it can definitely take extra time. For your calendar, think about how much time you will need to fulfill your academic document requirements. Remember. Getting a translation will take extra time. Getting an attestation will take extra time. Getting a credential evaluation will take extra time. Look at your deadlines, and pick a date much earlier to get your academic documents. Remember, these documents are the most important piece of your application. Make sure that you take the time to give the universities what they're asking for. [BLANK_AUDIO]