

## Academic Transcripts

In the Academic History section of your application, you must list all institutions attended for at least one term, regardless of the number of credits received. This includes individual courses for academic credit, certifications, certificates, transfer coursework, study abroad, second Bachelor's degrees, and advanced degrees.

### **Instructions for Submitting Transcripts *When Applying***

Applicants must submit an unofficial transcript from each institution attended for use in review of their application. Falsification, forgery, and misrepresentation of any type will risk forfeiture of admissions and/or enrollment. Forfeiture may occur whenever an integrity lapse is discovered, and may include admissions revocation, expulsion, or another sanction outlined within the [Student Conduct and Community Standards](#).

### **For International Coursework:**

If any of your post-secondary coursework is from an institution outside of the United States, the Office of Admissions also requires you to submit all international post-secondary coursework (undergraduate and graduate) to World Education Services, Inc. (WES), a third-party verification agency for a course-by-course evaluation. The official WES evaluation is required for your application to be reviewed for admission consideration.

When you submit a completed WES course-by-course evaluation for an international institution, we will review and verify its contents. If the WES evaluation meets our requirements, we will not require a separate official transcript from that school.

If your academic study is in progress, you will be required to provide an updated WES evaluation prior to enrollment if you are admitted to the program.

#### *Instructions for using WES:*

[WES](#) must complete a course-by-course evaluation of all international post-secondary coursework and credentials. Please select the WES basic course-by-course evaluation (with GPA and course-levels) and request to have WES send your evaluation to Columbia University's School of Professional Studies. The school can be found by searching Columbia University and then selecting School of Professional Studies.

WES evaluations will be reviewed, and the determination of degree equivalency to U.S. degrees is at the discretion of the School of Professional Studies.

### **Instructions for Submitting Official Transcripts (*Admitted Students Only*)**

If admitted (accepted to Columbia), you will be required to provide official academic transcripts (domestic coursework) and/or a WES course-by-course evaluation (international coursework) for all post-secondary academic coursework and credentials.

#### **Domestic coursework**

All students who have attended a college or university in the United States must submit certified and secure electronic transcripts directly from their school or via the vendor that provides that service for their institution to [transcripts@sps.columbia.edu](mailto:transcripts@sps.columbia.edu).

If a school does not offer electronic delivery, you must write to [transcripts@sps.columbia.edu](mailto:transcripts@sps.columbia.edu) to provide us with the link to your institution's webpage regarding transcript orders. After verification, we will respond with further instructions.

#### **International coursework**

If any of your post-secondary coursework is from an institution outside of the United States, and you have completed additional international coursework since the initial WES evaluation was provided, you must request an updated report and have WES send your updated course-by-course evaluation to Columbia University's School of Professional Studies.

When you submit a completed WES course-by-course evaluation for an international institution, we will review and verify its contents. If the WES evaluation meets our requirements, we will not require a separate official transcript from that school.