

## **Transcripts from all Post-Secondary Institutions Attended**

You are required to disclose and provide official academic transcripts for **all** post-secondary academic study completed and in progress.

This includes individual courses for academic credit, certifications, certificates, transfer coursework, study abroad, second bachelor's degrees, and advanced degrees.

All institutions attended must be listed in the Enrollment History section of the online application.

Official transcripts are required to complete the admissions process for every School of Professional Studies (SPS) program (e.g. the Visiting Student Program), and applicants are therefore strongly encouraged to arrange for the submission of official transcripts at the earliest possible stage. While applicants (or their agents, such as IEC Online GmbH) must upload unofficial transcripts at the time of application, any decision granting admission on the basis of an unofficial transcript will be provisional only, and subject to the receipt of official transcripts directly from the issuing institution.

If your post-secondary credentials are from an institution outside the United States, the Office of Admissions also requires you to submit all post-secondary credentials (undergraduate and graduate) to [World Education Services, Inc.](#) (WES), a third-party verification agency for a course-by-course evaluation for admission consideration.

### ***Instructions for Using WES***

WES must complete a course-by-course evaluation of all post-secondary 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 School of Professional Studies. The school can be found by searching Columbia University and then selecting School of Professional Studies. The evaluation provided to the School of Professional Studies becomes an official academic record and sole property of the School of Professional Studies upon its receipt.

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

### ***For International Institutions***

Official transcripts from prior academic institutions outside the United States must be submitted through World Education Services, Inc. (WES) as a course-by-course evaluation. If a WES transcript was provided reflecting in-progress study, a follow-up WES course-by-course evaluation showing the complete academic record and degree conferral is required.