Transcript Process for Admission and Enrollment in a Graduate Program

**OFFICIAL**, received by KU in one of two ways:
- Delivered in a sealed envelope *directly from the institution* via mail service: the seal on the back of the envelope could be stamped; front will have university logo
- Sent *directly from the institution* via electronic delivery service
- Delivered to KU by the applicant in-person, in a *sealed envelope from the institution*: the seal on the back of the envelope could be stamped; front will have university logo.

**Copy of an official transcript**, acceptable for admission and first semester of enrollment:
- An official copy that was sent *directly to the applicant from the institution*, opened by the applicant, and uploaded to the online application
- An official copy that was sent *directly to the applicant from the institution*, then scanned and sent to KU via email from the applicant
- An official copy that was sent *directly to the applicant from the institution*, opened, then sent to KU via mail with other application documents
- An official copy that was sent *directly to the applicant from the institution*, opened, then delivered to KU by the applicant in-person
- An official copy that was *faxed directly from the institution* to KU

**NEVER** acceptable document for admission:
- Advising Reports
- Any document that list courses, but has a web address across the bottom

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**BACH transcript is official, final degree conferring (no other degrees)**

**Admitted by dept/school/college and an official transcript has been received**

**KU undergraduate, official transcript; doesn’t matter if it’s degree conferring**

**Degree from China or India, official transcript received, but no certificates**

**Enrollment HOLD, placed on second semester enrollment**

**BACH and MA are both official final, degree conferring**

**BACH transcript is official, final degree conferring; MA degree in-progress**

**BACH transcript is in-progress, no degree conferred**

**NOTE:** Graduate Admissions only requires one official transcript for KU undergraduates; the transcript does not need to be degree conferring.

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(created February 2015)