

## FINAL OFFICIAL TRANSCRIPT POLICY

[www.clemson.edu/graduate/students/new-student-to-do.html](http://www.clemson.edu/graduate/students/new-student-to-do.html)

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Final official transcripts for a bachelor's degree and any subsequent degrees are required only of applicants who are offered admission. Therefore, upon receiving official notice of your acceptance to the Graduate School, you should request final official transcripts from the institution(s) where you completed your previous academic work.

- A **registration hold** will be placed on your record at the end of your first semester of enrollment if all final official transcripts have not been submitted.
- Transcripts are considered final official only if they are received by the Clemson University Graduate Admissions Office in a **sealed envelope** from the issuing institution (college/university).
- If you choose to hand-deliver the transcript to the Graduate Admissions Office, you **must not open/reseal the envelope**.
- The **title of the degree earned** and the **date awarded** must be noted on the transcript for it to be considered a final official transcript.
- **Official certificates or diplomas** should accompany any transcripts that do not note the degree earned and date awarded directly on the transcripts.

### U.S. Institutions Only: Digital Transcripts

- To submit a secure (passcode required) final official transcript electronically, directly from your institution's Registrar's Office, please use the following email address: [gstranscripts@clemson.edu](mailto:gstranscripts@clemson.edu) (all other inquiries should be directed to [grdapp@clemson.edu](mailto:grdapp@clemson.edu)).
- For services such as Parchment, eSCRIPT, and Clearinghouse, choose **Clemson University Graduate School** from the list of schools.

### International Applicants:

- Final official transcripts must be received by Clemson University in a sealed envelope from the issuing institution.
- A list of all courses and grades, along with the title of the degree earned and the date the degree was awarded, must be noted to be considered a final official transcript.
- Official certificates or diplomas should accompany any transcripts that do not note the degree earned and date awarded directly on the transcripts. The Graduate Admissions Office will make a copy of and return original certificates (not transcripts) to the student.
- **Provisional Degree Certificates** are acceptable if a Final Degree Certificate is not available during the student's first term of enrollment at Clemson University.
- Do not send secondary school (high school) transcripts or any type of certificates other than degree certificates.

## FINAL OFFICIAL TRANSCRIPT POLICY (*continued*)

### **Transcript Translations:**

An English translation of all transcripts is required.

Translations are accepted from the issuing institution or translations provided by any [NACES](#) or [AICE](#)-recognized credential evaluation service. Some do not provide translations. A few companies which do provide transcript translations are:

- [Spantran](#) (send requests for translations/verifications to [intake@spantran.com](mailto:intake@spantran.com))
- [Josef Silny and Associates](#)
- [Foreign Credits, Inc.](#)
- [ULS](#)

*You are welcome to use any NACES or AICE-recognized company. Clemson does not endorse any particular company.*

### **Additional Options:**

If you are not able to provide final official transcripts in a sealed university envelope, we will accept transcripts or transcript verifications from the following services:

**CertiFile** — A service provided by our application vendor.

- Go to the [Application Menu](#) and choose “**Manage Your Account.**”
- Login with the username and email you used when you applied.
- If you listed a non-U.S. institution, you should see an option to request transcripts and certificates.
- Students from Chinese institutions will be directed to CHESICC.
- All others will be directed to Educational Perspectives.
- The transcripts will load electronically into our system.

### **Spantran**

- Provides transcript verifications as well as translations.
- Spantran: <https://www.spantran.com/>
- Email: [intake@spantran.com](mailto:intake@spantran.com)

If you have questions about transcript policy, please contact Graduate Admissions in E-209 Martin Hall: [grdapp@clermson.edu](mailto:grdapp@clermson.edu), phone (864) 656-3195.