

INTERNATIONAL TRANSCRIPT REQUIREMENTS

Official transcripts should be sent directly from the university to the GPS office: <https://www.sfu.ca/gradstudies/apply/applying/requirements.html#transcript>

If the university will not send transcripts directly to us, the applicant can send the transcript to us, however it must be in the **original, university-issued envelope** and **unopened**, with its **seals signed and stamped** by the university.

Please note: If your university provides an English translation along with the original language version when they seal the official transcript, that would meet our transcript requirement.

If the transcripts are **not in English** and **no translation** is provided by the university, please refer to one of the following three options:

Option #1: Have your official transcript translated into English by an **official translator** in your home country. Have the translation **notarized** by a **notary public, a lawyer or university official** in your home country. Send us the **translation** along with an **additional copy of the original, unopened transcript**.

****Due to the current COVID-19 situation, email transcripts are being processed. Please have your institution email the documents to gradap@sfu.ca**

If there is an issue with the home institution mailing or emailing transcripts, please contact us to see if the following options are more appropriate:

Option #2: Obtain a “World Education Services” (WES) credential evaluation and have it sent to us. More information: <http://www.wes.org/ca/students/index.asp?>

Option #3: Obtain an “International Credential Evaluation Service” (ICES) basic credential evaluation and have it sent to us.

More information: http://www.bcit.ca/files/ices/pdf/bcit-ices_ices_application.pdf

All transcripts and/or credential evaluation reports should be sent to:

**c/o Central Stores Mail Room, for
Graduate and Postdoctoral Studies
Maggie Benston Student Services Centre 1100
Simon Fraser University
8888 University Drive
Burnaby, British Columbia
Canada V5A 1S6**