

## Domestic

Send **one** official transcript with a current issue date from all post-secondary institutions attended directly to UFV Admissions, Abbotsford, BC at the Office of the Registrar.

All transcripts must arrive at UFV in envelopes which have been sealed and endorsed by the issuing institution. To be considered official, the seal and/or Registrar's signature must be visible across the back flap of the envelope.

UFV does **not** accept the following:

- Documents in envelopes that have been opened
- Documents that do not arrive in sealed envelopes endorsed by the issuing institution
- Documents that arrive without the official seal and/or Registrar/Principal's signature of the post-secondary institution
- Photocopies notarized by a notary public
- Photocopies endorsed by a lawyer, professor, judge, etc.

Do not send academic records that are not in sealed and endorsed envelopes. It will only delay the processing of your application.

Documents submitted in support of applications become the property of the University and may not be returned to the applicant or student. Students who submit irreplaceable material may request the return of that material. Such requests must be submitted with the original material. The Office of the Registrar will return the material as soon as possible and not later than six months after the student's graduation or last registration.

## International

Send **one** official transcript with a current issue date from all post-secondary institutions attended directly to UFV Admissions, Abbotsford, BC at the Office of the Registrar.

All transcripts must arrive at UFV in envelopes which have been sealed and endorsed by the issuing institution. To be considered official, the seal and/or Registrar's/Principal's signature must be visible across the back flap of the envelope.

### Translation of Transcripts

If you have graduated from institutions where the transcripts are issued in a language **other than English** (some exceptions may be possible for documents in French), then in addition to the above you must:

- Arrange to have an official transcript issued in its original language
- Obtain a certified literal English translation of your transcript from your home university's translation service
- Send both the original transcript and the literal English translation to UFV Admissions at the Office of the Registrar in sealed envelopes endorsed by your post-secondary institution

If your home post-secondary institution does **not** provide English translations of transcripts, you must:

- Make a photocopy of your copy of your transcripts. **Do not open** a sealed, endorsed envelope containing transcripts intended for submission to UFV.
- Take the copy to a certified English translator and ask them to provide a complete, word-by-word, literal English translation
- Tell the translator to put both the original language photocopy and the English translation in to a sealed envelope and endorse the envelope by signing across the seal
- Send the sealed, endorsed envelope from the translator and the original transcripts in the original language to UFV Admissions at the Office of the Registrar.

**Note:** Academic records must be translated in their entirety, including any information that appears on the reverse side of any document.

UFV does **not** accept the following:

- Photocopies that have not been stamped, attested, and endorsed by the Registrar at your home university
- Documents in envelopes that have been opened
- Documents that do not arrive in sealed envelopes endorsed by the issuing institution or certified translator
- Documents that arrive without the official seal of the post-secondary institution
- Photocopies notarized by a notary public
- Photocopies endorsed by a lawyer, professor, judge, etc.
- Unofficial translations
- Non-literal translations

Do not send academic records that are not in sealed and endorsed envelopes. It will only delay the processing of your application.

Documents submitted in support of applications become the property of the University and may not be returned to the applicant or student. Students who submit irreplaceable material may request the return of that material. Such requests must be submitted with the original material. The Office of the Registrar will return the material as soon as possible and not later than six months after the student's graduation or last registration.