

Northwood University Official International Transcript Policy

ACCEPTABLE DOCUMENTS

Understanding that original official transcripts are not always available upon request from international institutions of higher education, Northwood University will accept any of the following documents:

1. Official original transcripts of all completed coursework, issued by the institution to Northwood University (not issued to student) in English, or accompanied by a certified translation.

OR

2. In lieu of an official original transcript, an institutional transcript (not issued to student) showing all coursework and bearing a stamp as “certified true copy of original”. The stamp must be signed by an official from that institution. Northwood reserves the right to independently verify the signature with that official. The documents must be in English, or be accompanied by a certified translation.

OR

In rare cases and in lieu of a formal transcript when a transcript is unavailable, an original letter (in English) on official institutional letterhead (and signed by an institutional official) listing all coursework (and corresponding grades) taken at the institution and confirming the student’s successful completion of the coursework and/or (if applicable), completion of a degree or diploma. Northwood reserves the right to independently verify the authenticity of any such document. This document must be approved by a campus Registrar.

NOTE: Students who have completed any external coursework (for example, ABE, CIM, etc) must have both the official transcript of institutional coursework and certified copies of the documents issued by the external association.

OR

3. In rare cases where the student only has possession of one original set of documents and is unable to obtain an additional official transcript, the student may bring the original documents and have them certified as true copies by an NU official (Registrar). Northwood reserves the right to independently verify the authenticity of any such document.

TIMELINESS OF RECEIPT OF FINAL OFFICIAL TRANSCRIPTS

In those cases where a final official transcript is pending, it is the student's responsibility to request the final transcript be sent to the appropriate Registrar's office. The normal expectation is that the final transcript is requested and received **by the end of the student's first term at Northwood University**. So, for example, if a student begins in the Spring term, the final transcript should be requested and received by the end of that term.

Please note that students may not graduate without all final official transcripts on file at Northwood University.

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