



## Admission Policy

### *Official International Transcript Policy*

**Policy Owner:** Chief Academic Officer, Chief Operating Officer

**Policy Statement:**

For international students to be admitted to study at Northwood University, they must submit acceptable transcript documents. This may be done in one of five ways described below.

#### ACCEPTABLE TRANSCRIPT 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. Northwood reserves the right to independently verify the authenticity of any such document:

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

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” maybe submitted to Northwood University. 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

3. In rare cases and in lieu of a formal transcript when a transcript is unavailable, a letter on official institution letterhead (and signed by an institutional official) maybe submitted to Northwood University. This letter should list 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. This document must be approved by Northwood University registrar.

NOTE: Students who have completed any external coursework (for example, Chartered Institute of Management Accountants (CIMA), Edexcel, etc.) must have both the official transcript of institutional coursework and certified copies of the documents issued by the external association.

OR

4. 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 submit an attested document as the original.



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- When a third party transcript evaluation services send evaluation reports with verification using original documents, Northwood University will accept copies of their documents in place of an original document.

### TIMELINESS OF RECEIPT OF FINAL OFFICIAL TRANSCRIPTS

Acceptance may be determined based on unofficial documents, but official or attested documents are required in order for Northwood University to issue I-20 Form.

### Why the Policy Exists:

The policy exists to ensure compliance with Northwood University admission policies and SEVIS regulations.

### Applicability:

The policy applies to all International Students, including graduate, undergraduate, Intensive English Program students, and guest students applying to study at Northwood University’s locations in the United States.

### Definition of Key Terms:

Official document: Documents issued by academic institutions.

Authentication: Verification of the document to be the original or official. This is a process in which various seals and signatures are placed on the document.

Attestation: The act of witnessing an instrument in writing, at the request of the party executing the document.

International Students: Students that are not US citizens.

Guest Students: Guest students are defined as non-degree seeking students.

Intensive English Program: The Intensive English Program is defined as a full-time or part-time program designed for non-English speaking students. The IEP prepares students for success in academic programs by teaching English skills and American classroom culture.

### Revision log:

Date	Changes	Approved by:
June 3, 2008	Original International Transcript policy	Dr. J. Jasinski
April 11, 2016	Adaptation of 2008 International Transcript Policy	Dr. K. Stehouwer