

# ADIZES GRADUATE SCHOOL

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## Transcripts: FAQ's

### Legally - the State requires OFFICIAL transcripts in Admissions and Faculty Hiring

#### WHAT IS AN OFFICIAL TRANSCRIPT?

A transcript is a document showing your degree earned, and all coursework that was completed to earn it. An *official* transcript is one sent directly from the school that awarded the degree. The Adizes Graduate School requires official transcripts showing the highest degree earned for admission to its programs. Specifically, students must show proof of a Bachelors' Degree at minimum to be admitted to any AGS classes, and a Master's Degree to be admitted to doctoral level classes.

#### HOW DO I SEND AN OFFICIAL TRANSCRIPT TO AGS?

Official transcript copies can come only from the school that awarded the credit or degree. The student must request the school to send transcripts directly to AGS. Alternately, the student may request a sealed copy of their transcripts to be mailed to themselves, and forward this unopened envelope directly to AGS via post.

#### MY TRANSCRIPTS MIGHT NOT BE IN ENGLISH, DOES THAT MATTER?

Your transcripts **MUST** be provided in English or translated to English. If an overseas school does not translate the transcript to English, the student needs to contact an agency who can provide this service. The student should in that case have their OFFICIAL native-language transcripts sent from their school directly to the agency which will do the translation. Then the agency will send their report directly to AGS.

Please note that in the majority of cases transcripts/degrees/diplomas granted by non-U.S. schools and institutions ALSO require formal evaluation by a third party foreign credential evaluation service to determine whether awards granted (like "Diplomas") are equivalent to a U.S. Bachelors, Masters or Doctoral degree. More information on this is below.

#### WHAT IF MY FORMER SCHOOL DOES NOT PROVIDE THE ABOVE TRANSCRIPT SERVICES?

If your school cannot send to the Registrar of AGS a stamped, sealed envelope containing your transcripts - showing the degree earned and coursework completed, with date, in English or official English translation - then you must get your personal copy of the transcripts and diploma apostilled - meaning authenticated by the state authorities - and send copies directly to the AGS Registrar. The documents need not be notarized or attested once they are apostilled. Again, please note that in the

majority of cases transcripts/degrees/diplomas granted by non-U.S. schools and institutions require formal evaluation for U.S. equivalency by a foreign credential evaluation service.

All of the above is to assure that the transcript documentation has not been tampered with, and is a regulatory requirement.

**IF YOUR DEGREE WAS GRANTED BY A SCHOOL OUTSIDE THE U.S.:** In many cases, if the OFFICIAL transcript has been awarded by a school outside the U.S. or Canada, a comprehensive evaluation of the degree must be performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). A list of NACES members can be found here: <http://www.naces.org/members.html>

In the past AGS has received appropriate reports from [ECE](#) and [IERF](#), both of which currently provide basic/general evaluations for \$85. AGS does not endorse these two services above others on the NACES website. We have simply not yet received reports from other agencies.

A comprehensive evaluation by a foreign credential evaluation service is always required for faculty members and instructors at AGS.

While we do not directly handle the paperwork involved in your evaluation, we are always available to assist you in securing an agency as needed, or with any other transcript questions, or to redirect you to the best resource.

Have transcripts sent to:

Adizes Graduate School

Attn: Registrar

1212 Mark Avenue

Carpinteria, CA 93013

Questions? Call us at (805) 565-2901