

## Academic Credentials from India:

### How to Obtain International Transcripts for Verification

Upon an applicant's intention to enroll, the Graduate School requires official documentation of international transcripts, known as mark sheets, including statement of degree, (date and title degree awarded).

Individuals who are holders of non-student visas can send official mark sheets and degree statement in one of the following ways:

**1.** Have original academic credentials issued and sent by the Controller of Examinations or Registrar's School Office, bearing the original raised or colored seal and signature of the institution's registrar or academic official. Send to: University of Washington, Graduate Enrollment Management Services, 301 Loew Hall, 3920 Stevens Way, Seattle WA USA 98195-2191.

NOTE: Mark sheets and degree statement attested by persons outside the Controller of Examinations or School Registrar Office, such as external US notary publics, will not be accepted.

**2.** Send photocopies of the original mark sheets and degree statement to be 'attested' by the Controller of Examinations or School Registrar Office.

Request the attested photocopies be placed in an official school sealed envelope and have the envelope sent directly to the University of Washington, Graduate Enrollment Management Services, 301 Loew Hall, 3920 Stevens Way, Seattle WA USA 98195-2191.

**3.** Contact EducationUSA Advising Centers in India to certify your mark sheets and degree statement:

Bangalore: [www.yashnatrust.org](http://www.yashnatrust.org)

Chennai, Kolkata, Mumbai and New Delhi: [www.usief.org.in](http://www.usief.org.in)

**4.** Contact UW Graduate School – Graduate Enrollment Management Services, (GEMS), to make an appointment to have your credentials certified by a GEMS advisor. Make copies of all mark sheets and degree statement and **bring with your original credentials**. Phone: 685-2630. Email: [uwgrad@uw.edu](mailto:uwgrad@uw.edu)