



TRANSCRIPT REQUIREMENTS

What is a High School Transcript?

A complete and original secondary school transcript or marks sheet, (grades) that bears the school seal and certifying signature of a school authority.

Translation to English language:

Applicants must provide a certified English translation of all transcripts that are not in English. Some companies that provide this service are World Education Services (WES) at www.wes.org; A2Z Evaluations, LLC. at www.A2Zeval.com; Foreign Credential and Degree (Diploma) Evaluation Services at www.thedegreepeople.com

(These companies are not affiliated nor endorsed by AADA.)

Definition of Final: Indicates completion of the degree and date of graduation.

Definition of Official:

Official school documents are those that are in a sealed envelope directly received from the school or institution. These documents are printed on the letterhead or stationery of the institution and bear an original signature of the registrar or other designated school official. The envelope must have the institution's seal (logo and address) indicated or stamped onto the actual envelope. The envelope must come to us **unopened** by the student. It is suitable for the student to receive it in the post and bring it to our office, as long as the above criteria are met. Alternatively, it is suitable for the school or institution to mail it directly to the Academy's admissions office.

Unofficial and or uncertified copies are NOT acceptable.

Please note: You *should not* submit diplomas or original single copies of records that cannot be replaced.