

## Final Transcript/Proof of Degree

Every enrolled student at Boston University is required to provide proof of degree earned for each prior degree earned to Boston University. This requirement should be completed prior to the start of your program. We will accept an official transcript stating your name, the institution awarding the degree, the name of the degree earned, and the date the degree was conferred. We will also accept an official degree certificate or diploma (must be in a sealed envelope from the institution or translation service).

**Deadline for Fall 2021 entering students: October 15, 2021:** Please note that students will not be able to register for **Spring 2022** courses if they have not submitted proof of previous degree/s earned by October 15, 2020. If you have not yet been awarded the degree by that time, you will need to provide an official letter or meet with administrators in CDS.

In order to provide proof of degree, the transcript or certificate you provide should contain:

- The **name and/or seal of the institution** awarding the degree
- The **name or title of the degree** that has been conferred
- The **date** upon which the degree was conferred (month and year)

Proof of final degree must be received in an official manner and be issued or translated into English. These documents will not be considered official if:

- The transcript or degree certificate is received directly from the student and the document is not sealed (& signed or stamped over the seal) by the issuing institution/translation service. No opened or unsealed transcripts/degree certificates can be accepted by the Faculty of Computing & Data Sciences.
- The documents are received electronically, directly from the student and not the issuing institution or translation service.
- The documents are unofficial copies or faxes.
- The documents are received open (not in sealed envelopes as issued by the university).

- The documents have been written on or changed in any way.

If the documents are not sealed by the previous institution, the documents may be deemed as unofficial, and CDS will request new documents.

If you are unable to provide proof that your degree has been awarded, we ask that you provide an official letter from an official at your previous institution, on official letterhead, with a date and signature, stating that all degree requirements have been met, and the date that the degree will be awarded in the future. This letter does not waive the requirement of a final, official transcript/degree certificate, but it will allow students to register for spring courses. Students will need to submit the final transcript/degree certificate after it becomes available.

## **How to Submit Your Proof of Previous Degree**

You may submit your required Final Transcript(s)/Degree Certificate in one of two ways- electronically or paper version.

### Electronic Version:

- Request your previous institution(s) send official transcript(s)/degree certificate(s) directly to Melissa Nesbitt at [mnesb@bu.edu](mailto:mnesb@bu.edu). We will not accept electronic official transcripts directly from students.

### Paper Version:

- Request your previous institution(s) send official transcripts directly to the graduate programs office.

### Mailing Address:

Boston University Faculty of Computing & Data Sciences  
Attention: Transcripts  
111 Cummington Mall, Suite 140

Boston, MA 02215

United States of America

You can also request an official transcript/degree certificate be sent to yourself. Leave the official version in the sealed envelope provided to you by the institution, and bring this official version with you to Boston. You may submit the documentation in person at Orientation or to Melissa Nesbitt at 111 Cummington Mall, Suite 140, Monday through Friday, 9:00am to 5:00pm.

## **US, Canadian, and Western European Transcripts**

Transcripts from schools in these countries often will list the degree earned and date it was conferred directly on your official transcript. An official, sealed final transcript should be turned into the graduate programs.

## **Chinese Transcripts**

Chinese schools often issue a degree certificate with a transcript. If your transcript indicates that your degree was awarded and the date it was awarded, a final degree certificate is not required.

If your school's transcript does not list a final degree awarded and the date, we do require an official degree certificate to be sealed with your transcript. Unfortunately, if the degree certificate is not sealed, we will be unable to accept it as official. You may submit a sealed transcript, an unsealed degree certificate, and an Online Verification Report of Higher Education Qualification Certificate from CHSI ([CHSI](#)) which we will then verify independently.

## **Provisional Certificates**

If your previous school issues a "provisional certificate" prior to issuing your degree, please provide a copy of this certificate with an official transcript. When your degree is ultimately awarded, we ask that you provide a copy of your official diploma to CDS.