BU MET Official Transcript Submission Guidelines

All graduate students must earn a bachelor's degree prior to beginning graduate coursework at BU MET. To verify this, we require that all incoming students submit an official bachelor's degree transcript to our office ***prior to the first day of class***. Failure to comply with this requirement may result in dismissal from BU MET. Your transcript must:

- Include final grades for all coursework completed
- Indicate the name and conferral date (graduation date) of the bachelor's degree awarded
- Be sent by your undergraduate institution (or an official transcript delivery service) directly to BU

Individuals who obtained their bachelor's degree outside of the United States should pay special attention to all information labeled '**International Institutions**' below.

Please review the following transcript checklist prior to submission:

☐ **Have you completed all coursework that will count toward the completion of your bachelor's degree?**

- **IF YES**, proceed to the next step.
- **IF NO**, do not submit your transcript to BU MET at this time. All undergraduate coursework must be completed, and your transcript must indicate that your bachelor's degree has been officially awarded (or 'conferred') by your undergraduate institution.

☐ **Does your transcript include a graduation date (or 'degree conferral' date) indicating that your bachelor's degree was officially awarded?**

- **IF YES**, proceed to the next step.
- **IF NO**, do not submit your transcript to BU MET at this time. Your transcript must indicate that your bachelor's degree was awarded and include a graduation ('degree conferral') date.
- **International Institutions:** If you earned your bachelor's degree outside of the US and your school does not include degree conferral information on their transcripts, we will require the submission of additional documentation that contains this information. Examples:
  - **China** – Graduation/degree conferral information is not often included on the student's transcript. To fulfil this requirement, we will likely also need copies of the graduation and bachelor's degree certificates.
  - **India** – Graduation/degree conferral information is not always included on the student's consolidated transcript or semester marksheets. To fulfil this requirement, we will likely also need copies of the bachelor's diploma or provisional certificate (if less than 1 year old).
  - **Europe** – While graduation/degree conferral information is often included on transcripts from Europe, we recommend also requesting the submission of your Diploma Supplement along with your official transcripts.

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☐ **Are you submitting an '*official*' transcript?**

- An 'official' transcript is one that is sent by your undergraduate institution (or an official transcript delivery service) ***directly*** to BU MET. We cannot accept transcripts submitted directly to BU MET by you (the student). In most cases, you can contact your undergraduate institution Registrar's office to initiate a transcript request.

☐ **Are you requesting the transcript be sent to BU MET through the proper channel?**

- BU MET requires an ***electronic transcript*** be sent through an official transcript delivery service, the most common of which are Parchment and National Student Clearinghouse. Visit your undergraduate Registrar's website to determine which service(s) are available:
  - **Parchment** – Select "Boston University Metropolitan College" as your recipient when ordering transcripts via Parchment.
  - **National Student Clearinghouse** – After selecting Boston University as your recipient, be sure to select "Metropolitan College – Enrollment Services."
  - **Other** – A variety of other electronic transcript services are available. Be sure to select BU Metropolitan College, or manually enter the email address, metadmit@bu.edu, as the recipient.
- BU MET will only accept ***paper/mailed transcripts*** if your undergraduate institution does not send transcripts electronically. In these instances, the transcript must be mailed directly from your undergraduate institution to BU MET in a sealed and stamped envelope.
- **International Institutions:** If you earned your bachelor's degree outside of the US and your school only offers documents in the non-English native language of the institution, we can accept an official course-by-course transcript evaluation and translation from a NACES member evaluation agency (www.naces.org/members) such as Educational Credential Evaluators, World Education Services, or The Evaluation Company (formerly SpanTran). Evaluations must be submitted electronically to BU MET (metadmit@bu.edu) directly from the evaluation service.

Transcript Frequently Asked Questions (FAQs)

Q: ***I have a master's degree. Do I still need to submit my official bachelor's transcript?***
A: Yes, we will still require the official submission of your bachelor's degree transcript. Master's degree transcripts cannot fulfill this requirement.

Q: ***Do I need to submit official transcripts for all the institutions I previously attended?***
A**:** No, we only require an official transcript from your bachelor's degree-granting institution.

Q: ***I uploaded transcripts within my application when I applied for admission. Do those fulfill the transcript requirement?***
A: No, documents uploaded into the application by you (the student) are considered unofficial. We require an official transcript sent directly from your undergraduate institution to BU MET.

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Q: ***I have my original transcripts, but they are not in a sealed/stamped envelope. Will these fulfill the transcript requirement?***
A: Unsealed original transcripts do not meet our definition of 'official,' as we're unable to verify their authenticity. You should contact your undergraduate institution to request that an official transcript be sent to BU MET directly.

Q: ***My undergraduate institution does not include my degree conferral information (graduation date, degree awarded) on their official transcripts. What should I do?***
A: **US Institutions** – Nearly all US institutions include this information following the completion of your final semester of study. Upon graduation, there may be a delay before these details appear on your transcript. Do not submit your transcript to BU MET until this information is available.
International Institutions – If your school does not include your degree conferral information on their transcripts, we will require the submission of additional documents that contain this information, such as an official diploma.

Q: *My bachelor's degree coursework will not be complete before the start of my BU MET graduate program. What should I do?*
A: All graduate students must earn a bachelor's degree prior to beginning graduate coursework at BU MET. Individuals who fail to meet this requirement must request a deferral to a future entry term.

Q: *My bachelor's degree coursework is complete but my graduation date/degree conferral date will take place after the start of my BU MET graduate program. What should I do?*
A: Your official transcript must indicate the name and conferral date (graduation date) of the bachelor's degree awarded. If these details will not be reflected on your official transcript prior to the first day of class at BU MET, you must request a deferral to a future entry term.