

BU Wheelock Final Official Transcript Submission Guidelines

If you are admitted to BU Wheelock, you must submit the required final official transcript(s) before beginning your degree program.

A **final official transcript** is a transcript that:

- Includes final grades for all completed coursework
- Shows the name of the degree awarded
- Includes the degree conferral date, also known as the graduation date
- Is sent by your undergraduate institution (or an official transcript delivery service) directly to BU Wheelock

Documents uploaded by you in the application portal are considered *unofficial* and do not fulfill the official final transcript requirement. Individuals who obtained their bachelor's degree outside the United States should pay special attention to the section labeled '**International Transcripts**'.

Transcript requirements after admission are as follows:

- **ALL PROGRAMS *except* CAGS and Executive EdD programs:**
 - Only your official final bachelor's degree transcript is required.
- **CAGS and Executive EdD programs:**
 - You must submit **both**:
 - i. Your official final bachelor's degree transcript
 - ii. Your official final master's degree transcript
- **Boston University graduates:** You do *not* need to submit an official transcript for any degree previously earned at Boston University. Your BU academic record and degree information will be verified internally.

Before Submitting Your Official Final Transcript

Does your transcript show that your bachelor's degree has been awarded, including the degree conferral/graduation date?

- **If YES**, continue. You may request that your official final transcript be sent to BU Wheelock.
- **If NO**, do not submit your transcript yet. Your transcript **MUST** show the degree awarded and the degree conferral/graduation date before it can be accepted as final.

**All graduate students must earn the required prior degree before beginning graduate coursework.*

BU Wheelock Final Official Transcript Submission Guidelines

What Counts as an Official Transcript?

An official transcript must be sent **directly to BU Wheelock by your institution or by an official transcript delivery service**. BU Wheelock cannot accept transcripts sent directly by you, the student, as official. Transcripts submitted through an unapproved method will not be considered official. You can usually request an official transcript through your previous institution's Registrar's Office.

Approved Official Transcript Submission Methods

Electronic Transcript Delivery

BU Wheelock requires official electronic transcripts to be sent through an official transcript delivery service whenever available. Common services include Parchment and the National Student Clearinghouse.

When ordering your transcript, use the following guidance:

- **Parchment:** Select "Boston University Wheelock College of Education & Human Development" as the recipient.
- **National Student Clearinghouse:** After selecting Boston University as the recipient, select "Wheelock College – Enrollment Services."
- **Other electronic transcript services:** Select BU Wheelock as the recipient, if available. If you are asked to manually enter an email address, use: wheelock@bu.edu

Paper/Mailed Transcripts

BU Wheelock will only accept paper transcripts if your institution does not send transcripts electronically. In these cases, the transcript must be mailed directly from your institution to BU Wheelock in a sealed and stamped envelope. Paper transcripts sent by the student will not be considered official.

Mailing Address:

*Boston University Wheelock College of Education & Human Development
Graduate Admissions
2 Silber Way
Boston, MA 02215*

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International Transcripts

International Transcripts - Translation Policy

If your institution only provides documents in a language other than English, your official final transcript must be translated into English. BU Wheelock can accept an official course-by-course transcript evaluation and translation from a NACES member evaluation agency, such as:

- **Educational Credential Evaluators (ECE)**
- **World Education Services (WES)**
- **The Evaluation Company (TEC)**

Evaluations must be submitted electronically to BU Wheelock at wheadmit@bu.edu directly from the evaluation service.

For a full list of NACES member agencies, visit www.naces.org/members.

International Transcripts - Degree Information and Conferral Date Policy

If your transcript does not show that your degree was awarded and does not include the degree conferral/graduation date, you will need to submit additional documentation confirming that your degree was awarded and showing the conferral/graduation date.

Examples include:

- **China:** Graduation or degree conferral information is not often included on the transcript. You may also need to provide a copy of the degree certificate.
- **India:** Graduation or degree conferral information is not always included on consolidated transcripts or semester marksheets. You may also need to provide a bachelor's diploma or provisional certificate, if the provisional certificate is less than one year old.
- **Europe:** Degree conferral information is often included on European transcripts, but BU Wheelock recommends submitting the Diploma Supplement along with official transcripts when available.

Transcript Submission Frequently Asked Questions (FAQs)

Q: I uploaded transcripts in my application. Do those fulfill the official transcript requirement?

A: No. Transcripts uploaded by you in the application are considered unofficial. If admitted, you must submit official final transcript(s) directly from your institution or an approved transcript delivery service.

Q: Do I need to submit official transcripts from every institution I attended?

A: No. For most programs, BU Wheelock requires only the official final transcript from your bachelor's degree-granting institution after you are admitted. CAGS and Executive EdD programs require official final transcripts from both your bachelor's and master's degree-granting institutions.

Q: I have a master's degree. Do I still need to submit my official bachelor's transcript?

A: Yes. A master's degree transcript cannot replace the official final bachelor's degree transcript requirement.

Q: My bachelor's degree will not be completed before BU Wheelock classes start. What should I do?

A: All graduate students must earn the required prior degree before beginning graduate coursework at BU Wheelock. Your official final transcript must show that the degree was awarded and include the degree conferral/graduation date.

Q: I earned a degree from Wheelock College before it merged with Boston University in 2018. Do I need to submit an official transcript?

A: Yes. If you earned a degree from former Wheelock College before the 2018 merger with Boston University, you should request an official Wheelock College transcript. Official Wheelock College transcripts can be ordered online for electronic or paper delivery through **Parchment**, [BU's transcript partner](#).