

APPLICANT NAME:

APPLICANT ID#:

ACADEMIC PROGRAM:

CAMPUS:

I understand that my admission to UMass Global will be based on unofficial transcripts. If admitted, **official transcripts** required for admission must be submitted by the end of the session following my admission. If any discrepancy is found between the unofficial and official transcript(s) a further evaluation will be completed by UMass Global, which could impact any admission decision and potentially result in a revocation of admission.

**An unofficial transcript is defined as follows:**

1. A copy of an official or unofficial transcript issued directly to the applicant by the institution.
2. A download of an unofficial transcript from the institution's student portal, which needs to have the following:
  - a. The name of the institution
  - b. Your full name (first and last)
  - c. A recent print date within 3 months
  - d. All pages
  - e. Clearly shows if coursework is institutional or transfer
  - f. Conferral dates for all degrees earned

**NOTE:** A grade report is not an acceptable unofficial transcript.

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**Due to the current COVID-19 restrictions, we may extend the below deadlines based on CDC guidelines.**

**By signing this agreement I acknowledge the following:**

- If my unofficial transcripts do not show adequate course information in order to verify grades and units received, an official transcript will be required for admission review. Unofficial transcripts submitted in Microsoft Word format, will not be accepted.
- If I have not submitted all official transcripts by the **end of the session following my admission**, I understand that an administrative **HOLD** will be placed on my record and I will not be able to register for classes.
- If all official transcripts have not been received by the **end of the session following my admission**, I will be administratively **DROPPED** from future session registrations.
- An official transcript is one sent directly from the institution of record to UMass Global in a sealed envelope or submitted electronically to UMass Global from the institution of record. A transcript issued to the applicant **MAY be accepted** if it is delivered in the official unopened and sealed envelope from the institution of record.

SIGNATURE:

DATE:

**NOTE:** Digital signature is acceptable if form is submitted via the email address listed on your application for admission

Please submit the complete form to [apply@umassglobal.edu](mailto:apply@umassglobal.edu)