

Submit Official Transcripts and Degree Conferral

Who: All incoming students

When: By the date in your admissions letter

How: Official transcripts and degree conferrals can be sent by via mail or email to the MBA Admissions office. See instructions below.

Admitted students are required to provide an official copy of all academic transcripts and proof of each corresponding degree conferral prior to enrollment at NYU Stern.

Official Transcript and Degree Conferral Enrollment Requirement

You have two choices to submit an official transcript:

- **By mail:** You may submit official, hard-copy transcripts via mail from the institution(s) you have attended. You must include transcripts from all undergraduate and graduate institutions you have attended showing a list of all courses taken, all credits earned, all grades received and the name of the degree earned (if any). *Transcripts must be original documents bearing the institutional seal and signature of the institution's registrar, and must be submitted in the original, sealed envelope from the institution.*

Transcripts may be sent to:

NYU Stern - Office of MBA Admissions
Henry Kaufman Management Center
44 West 4th Street, Suite 6-70
New York, NY 10012

- **By email:** You may request that your institution(s) send secure digital copies of your official transcripts to admchair@stern.nyu.edu. E-transcripts must be sent directly from your institution(s) to NYU Stern. You must include transcripts from all undergraduate and graduate institutions you have attended showing a list of all courses taken, all credits earned, all grades received and the name of the degree earned (if any). Please note MBA Admissions reserves the right to request a hard-copy transcript.
- If you have attended multiple institutions, we recommend that you submit your official transcripts in one envelope to MBA Admissions.
- If you completed coursework through a study abroad program, you must provide a separate transcript from the host institution unless all study abroad course titles and grades are listed on your primary transcript.
- All transcripts must be accompanied by proof of degree conferral if you earned a degree at the institution. The degree conferral must indicate the:
 - Type of degree conferred
 - Month and year the degree was conferred
 - Institution and location from which you received the degree
- If degree conferral information is reflected on your transcript, then you do not need to provide additional degree conferral documentation

Additional Requirements for International Transcripts

- If an original transcript is not in English, you are required to submit both the official transcript

and its English translation. You have three options for the English translation. Choose one of the below options:

- Provide an official copy of English translation from the institution
- Submit a [WES Credential Evaluation](#)
- Submit a certified English translation from a translating service in a sealed envelope, endorsed across the seal by the embassy or consulate of the institution's country. Stern has no preferred translating services
- In some cases, the degree conferral is not part of the official transcript. In these cases, please also submit a copy of your degree conferral/diploma, reflecting the type of degree, month/year conferred and the institution and location.
- If you cannot meet these requirements or have further questions, contact us at admchair@stern.nyu.edu.

Important Notes about Transcripts

- Stern does not accept notarized or personal copies of transcripts
- Your official and self-reported transcripts and degree conferrals will be verified. The Admissions Committee reserves the right to withdraw an offer of admission, at any time prior to or after enrolling, if there is any discrepancy between the scanned/self-reported transcript and the official transcript.
- All transcripts submitted are considered property of MBA Admissions. Please do not submit the original copy of an academic transcript that cannot be replaced.
- Transcripts will not be returned to you, transferred or forwarded to other institutions or other programs or schools at NYU.