



Accepting Official Transcripts: Policy and Procedures for International Degrees

Webster students with international credentials can choose between two paths to fulfill the official transcript requirement:

1. Request that the university send an official transcript directly to Webster, still sealed in its original envelope (never opened by the student).
2. If the student has attended a school in a country that does not issue transcripts to other schools, and instead issues the original certificate or mark sheet directly to the student, then the student can bring in their original, final transcript and diploma to a Webster staff member, for the staff member to verify and take certified copies. These copies will become the official transcripts, and the originals will be returned to the student.

Procedure for Taking Copies of Original Documents to Accept as Official:

1. Carefully inspect the student's documents for signs of fraud:
 - a. White-out.
 - b. Wonky layout with different angles of text.
 - c. Any raised letters like another sheet of paper had been put on top of a letterhead.
 - d. Verification that the signatures are indeed on the sheet of paper you're holding. (Usually pens leave an indent.)
 - e. Verifications that seals are affixed to that piece of paper.
 - f. Double checking of the text to be sure it isn't a type writer that has gone in and changed any letter grades.

Some students may laminate their original documents in order to make preservation easier; this is fine and will not invalidate the document.

If you suspect the documents are fraudulent, please do take color copies and submit them to International Services, along with an explanation of what the red flags were.

2. Take **color** copies of the original documents (color is required by the Registrar's Office), ensuring that either the transcript or the diploma states the date of **degree conferral**.
3. Stamp the copies as Official, add your initials, and on at least the first page of the scan, please write the phrase "**true copy of original.**"
4. Scan the stamped copies and send them to transcripts@webster.edu
 - a. If there are any questions about the transcripts' validity, please send the unstamped copies to intlservices@webster.edu instead, with details about the concerns.
5. Once the transcripts have been received and verified, the student's admission will be changed from provisional to full. If a hold had been placed on the student's account, the Admissions Processing team will lift that hold within the following 1-2 business days.