

# Penn Engineering Graduate Programs: Official Transcript Policy

All newly matriculating students must supply official transcripts or NACES evaluations for all colleges and universities attended.

Once you accept your offer of admission, please arrange for your official transcripts and/or NACES evaluations to be sent directly to Graduate Admissions as soon as possible.

Failure to do so will result in a hold on your registration and could ultimately result in our offer of admission being withdrawn.

## **DUE DATES:**

**Online programs:** All transcripts and/or Evaluations for are due **two weeks prior** to the start of classes.

**On-Campus programs:** All transcripts and/or Evaluations are due **one month prior** to the start of classes.

Please see our [Academic Calendar](#) for start dates.

## **What is Required?**

**Institutions in the United States:** We require your final official transcript showing completion of coursework required for the degree, degree earned, and the date of degree conferral. Transcripts should be submitted via a secure electronic service, such as Parchment.

**Institutions outside the United States:** For each university or college you've attended outside the U.S., we **require** that you contact a member of the National Association of Credential Evaluation Services (NACES) to have a **course-by-course evaluation** of your non-U.S. transcript(s) sent directly from the NACES member to Penn Engineering Graduate Admissions. This evaluation should include course titles, grades received, GPA, and U.S. degree equivalency.

While Penn Engineering accepts course-by-course evaluations from any NACES member, many of our applicants have been successful using:

- [Educational Perspectives](#)
- [Educational Credential Evaluators \(ECE\)](#)
- [International Education Evaluations \(IEE\)](#)
- [SpanTran](#)
- [World Education Services \(WES\)](#)

## Steps for Submitting Your Official Documents

### Institutions inside the United States

- As soon as possible, contact all schools and universities you attended either via their website or by telephone to request a transcript.
- The transcript must show completion of coursework required for the degree, degree earned, and the date of degree conferral. If you are in your final semester, you should wait until your degree is conferred before requesting it.  
**Remember, all degrees must be conferred prior to the start of our program classes.**
- Request an official transcript be sent to:  
**University of Pennsylvania,  
Dept: SEAS Graduate Admissions (Engineering).**
- If the school does not use a secure electronic service, please provide your school with the following mailing address:

University of Pennsylvania  
SEAS Graduate Admissions  
3600 Market St, SUITE 240  
Philadelphia, PA 19104

**ONLY IF THE INSTITUTION CANNOT SEND ELECTRONICALLY!**

- Once all transcripts are received and verified, admissions will indicate that the requirement has been met on the application checklist status page. Students can log back in to their [admissions account portal](#) to check on the status of transcript verification.

**PLEASE NOTE - YOU MUST PROVIDE ALL OFFICIAL TRANSCRIPTS FOR ALL SCHOOLS ATTENDED!**

### Institutions outside the United States:

- As soon as possible contact a member of the National Association of Credential Evaluation Services (NACES) to have a course-by-course evaluation of your non-U.S. transcript(s).
- The following NACES members are highly recommended but you may use any NACES member.
  - [Educational Perspectives](#)
  - [Educational Credential Evaluators \(ECE\)](#)
  - [International Education Evaluations \(IEE\)](#)
  - [SpanTran](#)
  - [World Education Services \(WES\)](#)

- Please follow the individual NACES members instructions as to how to submit your transcripts for their evaluation.
- All evaluations must be a course-by-course evaluation which show all courses, all grades and the degree conferred. If you are in your final semester, you should wait until your degree is conferred before requesting it. **Remember, all degrees must be conferred prior to the start of our program classes.**
- Request that the completed Course By Course evaluation be sent to:  
**University of Pennsylvania,**  
**Dept: SEAS Graduate Admissions (Engineering).**

**PLEASE NOTE - YOU MUST PROVIDE NACES EVALUATIONS FOR ALL  
NON-USA SCHOOLS ATTENDED!**

### **Where to have the documents sent?**

When requesting documents to be sent to Penn Engineering Graduate Admissions, please ensure that you have indicated the appropriate office. In instances where multiple University of Pennsylvania profiles are available, you should select the option for the University of Pennsylvania, Dept: SEAS Graduate Admissions (Engineering) when possible.

#### **Third Party Evaluation**

Select from dropdown:

University of Pennsylvania

Dept: SEAS Graduate Admissions (Engineering)

#### **Electronic Mailing:**

Select from dropdown:

University of Pennsylvania

Dept: SEAS Graduate Admissions (Engineering)

On-Campus Email: [graduate-admissions@seas.upenn.edu](mailto:graduate-admissions@seas.upenn.edu)

Online Email: [online-admissions@seas.upenn.edu](mailto:online-admissions@seas.upenn.edu)

#### **Physical Mailing**

University of Pennsylvania

SEAS Graduate Admissions

3600 Market St, SUITE 240

Philadelphia, PA 19104

## Deadlines - When to Submit your Transcripts and/or Evaluations

### Online Programs

- All official transcripts and NACES evaluations are due to the university **TWO WEEKS PRIOR** to the first day of classes (or by the first day of class). View the [Academic Calendar](#).
- All transcripts and NACES evaluations received will be verified by the University of Pennsylvania's Graduate Admissions team. Please note that verification will not begin until after the specified due date and it can take up to two weeks after the due date for the documents to be verified. Applicants who do not submit ALL transcripts and/or NACES evaluations will be placed on registration hold approximately two weeks after the start of the program. **Applicants will be unable to continue in the program unless they satisfy the Official Transcript requirement.**

### On-Campus Program

- All official transcripts and NACES evaluations are due to the university **One Month** prior to the first day of classes. View the [Academic Calendar](#).
- All transcripts and NACES evaluations will be verified by the University of Pennsylvania's Admission team. Please note that verification will not begin until after the specified due date and it can take up to a month after the due date for the documents to be verified.
- Applicants who do not submit ALL transcripts and/or NACES evaluations will be placed on registration hold approximately two weeks after the start of the program. **Applicants will be unable to continue in the program unless they satisfy the Official Transcript requirement.**

## Transcript Verification Discrepancy

If there are discrepancies between the self-reported academic work and official records, your offer of admission may be withdrawn and you may be removed from the program.

Any student who fails to complete this official document verification process may result in having their offer of admission withdrawn and they may be removed from the program.

## Questions

Online Programs - [online-admissions@seas.upenn.edu](mailto:online-admissions@seas.upenn.edu)

On-Campus Programs - [graduate-admissions@seas.upenn.edu](mailto:graduate-admissions@seas.upenn.edu)