

## The University of Findlay International Educational Credential Requirements for Admission Consideration

PLEASE NOTE: The following information is subject to change without notice.

### IELP ONLY Applicants Desiring Admission Consideration

Educational credentials are NOT required for IELP ONLY admission consideration. Please do not send any educational credentials with your application package. If such credentials are submitted, they will be evaluated to ensure compliance with minimum UNDERGRADUATE admission standards, and if they do not meet same, admission will be denied.

### UNDERGRADUATE FRESHMAN Applicants Desiring Admission Consideration

Original and official credentials showing completion of required secondary school work or credentials showing completion of work through at least the first term of the final year of secondary work accompanied by a letter confirming expected completion of same. If not issued in English, then a certified English translation along with the original language credential is required, and, if a copy of an original, the copy must be attested by an appropriate educational official within the home country and the applicant is required to produce original educational credentials upon enrollment. See Attestation below.

### UNDERGRADUATE TRANSFER Applicants Desiring Admission Consideration

If the applicant has completed at least 30 undergraduate hours (approximately 1 year), then secondary school credentials are NOT required. If not, secondary credentials are required per the preceding paragraph along with the original and official credentials showing completion of undergraduate work for transfer consideration. If not issued in English, then a certified English translation along with the original language credential is required, and, if a copy of an original, the copy must be attested by an appropriate educational official within the home country and the applicant is required to produce original educational credentials upon enrollment. See Attestation below.

### UNDERGRADUATE SECOND DEGREE Applicants Desiring Admission Consideration

Original and official credentials showing completion and awarding of an undergraduate degree. If not issued in English, then a certified English translation along with the original language credential is required, and, if a copy of an original, the copy must be attested by an appropriate educational official within the home country and the applicant is required to produce original educational credentials upon enrollment. See Attestation below.

### GRADUATE Applicants Desiring Admission Consideration

Original and official credentials showing either completion and awarding of an undergraduate degree or credentials showing work completed through at least the 7<sup>th</sup> semester to ensure completion and awarding of a degree before starting graduate work. If not issued in English, then a certified English translation along with the original language credential is required, and, if a copy of an original, the copy must be attested by an appropriate official within the home country and the applicant is required to produce original educational credentials upon enrollment. See Attestation below.

## Attestation

At no time will faxed or scanned educational credentials be used for any admission decision. For those who provide copies, attestation by a notary or any other official outside regular educational officials in the home country is not acceptable and the applicant is required to produce original educational credentials upon enrollment.

### For Most Countries

Original and official credentials are required for any admission consideration except for IELP ONLY, which does not require any credentials. In all cases, **attestation must be in English only**. The International Admissions and Services Office will evaluate these on a case-by-case basis. For those countries with special educational procedures, the following apply:

#### For Bangladesh, India, Nepal, Pakistan, Sri Lanka

These countries provide only one set of original credentials. We will accept attested copies of educational credentials for admission consideration only, and students are required to bring all original educational credentials to The University of Findlay.

For secondary credentials, attestation must be by secondary education officials in the home country, such as a principal, headmaster, or head of the educational system in their particular state.

For university credentials, attestation must be by educational officials of the degree granting institution or the affiliated college attended (India and Pakistan only).

For India, Nepal, Pakistan, Sri Lanka, we will accept US Educational Foundation (Fulbright) office attestations of all education credentials. For India and Nepal, the cover letter from the office which attested the credentials must be included in order for them to be considered official.

### For China

We require the original language credentials as well as a certified English translation of same. All transcripts and certificates, both Chinese and English, must be stamped with a fresh school seal.

For secondary credentials, we require the transcript as well as the completion document.

For university credentials, we require the transcript as well as the two degree certificates, one for awarding of the diploma and one for the awarding of the degree.

### For Russia/Russian Federation

Original language and certified English translation or both the Diploma and Diploma Supplement for graduate admission consideration of undergraduate Second Bachelor's Degree admission consideration.

## For Saudi Arabia

For secondary credentials, if an Arabic language credential is provided, it must either be an original or a copy. If a copy, it must be attested by either the Ministry of Education or Principal of the secondary school attended. The English translation must be the original and NOT a copy. For those who provide a combination English and Arabic credential or an English only credential, it must be either an original document or an attested copy, the attestation of which must be by the same authorities previously mentioned.

For university credentials, if an Arabic language credential is provided, it must be an original or a copy. If a copy, it must be attested by either the Ministry of Higher Education or the Registrar or similar authority of the university. The English translation must be original and NOT a copy. For those who provide a combination English and Arabic credential or an English only credential, it must be either an original or an attested copy, the attestation of which must be by the same authorities previously mentioned.