

# FINDLAY

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## INTERNATIONAL ADMISSIONS AND SERVICES

### Common Credential Mistakes that Will Delay Your Application

There are four common mistakes that students make when submitting their credentials that cause their application to be delayed or denied. Please carefully review these mistakes so that your application to The University of Findlay goes smoothly.

#### Mistake 1 - Missing Credential Documents.

When deciding what credentials you need to submit you should review the Checklist for the program you are applying. Read the Credential section carefully and be sure to submit all of your documentation.

The **IELP Checklist** can be found [here](#).

The **Undergraduate Checklist** can be found [here](#).

The **Graduate Checklist** can be found [here](#).

#### Mistake 2 - Scanning and Submitting Attested Copies and not Original Copies.

When preparing your documents to be scanned and sent electronically **you must scan the ORIGINAL document only**. We will only accept ORIGINAL scanned copies of your documents. **If you send a scanned document that is a COPY of the original, even if it's attested, it will be rejected.**

### Mistake 3 – Sending a Document with a Notary Stamp.

We will not accept any document that has any type of Notary Stamp on it. See Sample 1 below.

Sample 1

**INCORRECT**

Sr. No.: 20483  
Date: 23/09/2009

**Board of High School and Intermediate Education,  
Uttar Pradesh**

High School Examination – 2001 1567101

**Marks Sheet**

Roll No. Candidate's Name Date of Birth Sr. No.

School / Centre's Name Exam Type Regular / Private

P I C PARTAWAL BAZAR MAHARAJGANJ FULL EXAM REGULAR

Subjects	Max. Marks	Paper – wise obtained Marks		Total	Grand Total & Result
HINDI	100	1/25	2/25	050	262/600
ENGLISH	100	1/27		027	PASSED
MATHEMATICS	100	1/24	2/22	046	THIRD DIV
SCIENCE	100	1/13	2/08 3/17 GR-A	036	WITH GRACE
SOCIAL SCIENCE	100	1/26	2/21	047	CAT M/B
DRAWING	100	1/58		058	

Checker's Signature & Date: 23/09/2009

Principal's Signature & Seal: [illegible]

Note – For details about marks sheet please see overleaf.

This is the true and correct Translation of the document From Gujarati/Hindi/Marathi In to English

Y. P. KHARKE  
NOTARY  
(Govt. of India)

**Any type of NOTARY Stamp will be REJECTED.**

NOTARIAL NOTARIAL

MY COMMISSION EXPIRES ON 21/5/2012

## Mistake 4 – Sending a Document Copied on Transcript Paper

Make sure that your document has not been copied on Transcript Paper. We will not accept any document that is copied on Transcript Paper. See the two examples below.

Compare the same document the student submitted in Sample 2a with Sample 2b. In Sample 2a the document was submitted on Transcript paper and it was rejected. The same document was later submitted correctly in Sample 2b.

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**  
KUKATPALLY, HYDERABAD - 500 085, TELANGANA STATE, INDIA

**Sample 2a**

**TRANSCRIPT**

Sl. No. \_\_\_\_\_

College: AD-TRSCP, HYDR

Exam: May 2013

Grade: FIRST CLASS

Year of Admission: 2009-2010

**INCORRECT**

**Any copy on TRANSCRIPT paper will be REJECTED**

S. No.	SUBJECT TITLE	Max. Marks	Obtained Marks	Grade	Remarks
1	PHARMACEUTICAL UNIT OPERATIONS - I	14	37.50	3	
2	PHARMACEUTICAL UNIT OPERATIONS - II	14	37.50	3	
3	PHARMACEUTICAL ANALYSIS - I	14	37.50	3	
4	PHARMACEUTICAL ANALYSIS - II	14	37.50	3	
5	PHYSICAL PHARMACY - I	14	37.50	3	
6	PHYSICAL PHARMACY - II	14	37.50	3	
7	ANATOMY, PHYSIOLOGY AND PATHOPHYSIOLOGY	14	37.50	3	
8	STATISTICAL METHODS AND COMPUTER APPLICATIONS	14	37.50	3	
9	PHARMACEUTICAL TECHNOLOGY - I	14	37.50	3	
10	PHARMACEUTICAL TECHNOLOGY - II	14	37.50	3	
11	PHARMACEUTICAL TECHNOLOGY - III	14	37.50	3	
12	PHARMACEUTICAL TECHNOLOGY - IV	14	37.50	3	
13	PHARMACEUTICAL TECHNOLOGY - V	14	37.50	3	
14	PHARMACEUTICAL TECHNOLOGY - VI	14	37.50	3	
15	PHARMACEUTICAL TECHNOLOGY - VII	14	37.50	3	
16	PHARMACEUTICAL TECHNOLOGY - VIII	14	37.50	3	
17	PHARMACEUTICAL TECHNOLOGY - IX	14	37.50	3	
18	PHARMACEUTICAL TECHNOLOGY - X	14	37.50	3	
19	PHARMACEUTICAL TECHNOLOGY - XI	14	37.50	3	
20	PHARMACEUTICAL TECHNOLOGY - XII	14	37.50	3	
21	PHARMACEUTICAL TECHNOLOGY - XIII	14	37.50	3	
22	PHARMACEUTICAL TECHNOLOGY - XIV	14	37.50	3	
23	PHARMACEUTICAL TECHNOLOGY - XV	14	37.50	3	
24	PHARMACEUTICAL TECHNOLOGY - XVI	14	37.50	3	
25	PHARMACEUTICAL TECHNOLOGY - XVII	14	37.50	3	
26	PHARMACEUTICAL TECHNOLOGY - XVIII	14	37.50	3	
27	PHARMACEUTICAL TECHNOLOGY - XIX	14	37.50	3	
28	PHARMACEUTICAL TECHNOLOGY - XX	14	37.50	3	
29	PHARMACEUTICAL TECHNOLOGY - XXI	14	37.50	3	
30	PHARMACEUTICAL TECHNOLOGY - XXII	14	37.50	3	
31	PHARMACEUTICAL TECHNOLOGY - XXIII	14	37.50	3	
32	PHARMACEUTICAL TECHNOLOGY - XXIV	14	37.50	3	
33	PHARMACEUTICAL TECHNOLOGY - XXV	14	37.50	3	
34	PHARMACEUTICAL TECHNOLOGY - XXVI	14	37.50	3	
35	PHARMACEUTICAL TECHNOLOGY - XXVII	14	37.50	3	
36	PHARMACEUTICAL TECHNOLOGY - XXVIII	14	37.50	3	
37	PHARMACEUTICAL TECHNOLOGY - XXIX	14	37.50	3	
38	PHARMACEUTICAL TECHNOLOGY - XXX	14	37.50	3	
39	PHARMACEUTICAL TECHNOLOGY - XXXI	14	37.50	3	
40	PHARMACEUTICAL TECHNOLOGY - XXXII	14	37.50	3	
41	PHARMACEUTICAL TECHNOLOGY - XXXIII	14	37.50	3	
42	PHARMACEUTICAL TECHNOLOGY - XXXIV	14	37.50	3	
43	PHARMACEUTICAL TECHNOLOGY - XXXV	14	37.50	3	
44	PHARMACEUTICAL TECHNOLOGY - XXXVI	14	37.50	3	
45	PHARMACEUTICAL TECHNOLOGY - XXXVII	14	37.50	3	
46	PHARMACEUTICAL TECHNOLOGY - XXXVIII	14	37.50	3	
47	PHARMACEUTICAL TECHNOLOGY - XXXIX	14	37.50	3	
48	PHARMACEUTICAL TECHNOLOGY - XL	14	37.50	3	
49	PHARMACEUTICAL TECHNOLOGY - XLI	14	37.50	3	
50	PHARMACEUTICAL TECHNOLOGY - XLII	14	37.50	3	
51	PHARMACEUTICAL TECHNOLOGY - XLIII	14	37.50	3	
52	PHARMACEUTICAL TECHNOLOGY - XLIV	14	37.50	3	
53	PHARMACEUTICAL TECHNOLOGY - XLV	14	37.50	3	
54	PHARMACEUTICAL TECHNOLOGY - XLVI	14	37.50	3	
55	PHARMACEUTICAL TECHNOLOGY - XLVII	14	37.50	3	
56	PHARMACEUTICAL TECHNOLOGY - XLVIII	14	37.50	3	
57	PHARMACEUTICAL TECHNOLOGY - XLIX	14	37.50	3	
58	PHARMACEUTICAL TECHNOLOGY - L	14	37.50	3	
59	PHARMACEUTICAL TECHNOLOGY - LI	14	37.50	3	
60	PHARMACEUTICAL TECHNOLOGY - LII	14	37.50	3	
61	PHARMACEUTICAL TECHNOLOGY - LIII	14	37.50	3	
62	PHARMACEUTICAL TECHNOLOGY - LIV	14	37.50	3	
63	PHARMACEUTICAL TECHNOLOGY - LV	14	37.50	3	
64	PHARMACEUTICAL TECHNOLOGY - LVI	14	37.50	3	
65	PHARMACEUTICAL TECHNOLOGY - LVII	14	37.50	3	
66	PHARMACEUTICAL TECHNOLOGY - LVIII	14	37.50	3	
67	PHARMACEUTICAL TECHNOLOGY - LIX	14	37.50	3	
68	PHARMACEUTICAL TECHNOLOGY - LX	14	37.50	3	
69	PHARMACEUTICAL TECHNOLOGY - LXI	14	37.50	3	
70	PHARMACEUTICAL TECHNOLOGY - LXII	14	37.50	3	
71	PHARMACEUTICAL TECHNOLOGY - LXIII	14	37.50	3	
72	PHARMACEUTICAL TECHNOLOGY - LXIV	14	37.50	3	
73	PHARMACEUTICAL TECHNOLOGY - LXV	14	37.50	3	
74	PHARMACEUTICAL TECHNOLOGY - LXVI	14	37.50	3	
75	PHARMACEUTICAL TECHNOLOGY - LXVII	14	37.50	3	
76	PHARMACEUTICAL TECHNOLOGY - LXVIII	14	37.50	3	
77	PHARMACEUTICAL TECHNOLOGY - LXIX	14	37.50	3	
78	PHARMACEUTICAL TECHNOLOGY - LXX	14	37.50	3	
79	PHARMACEUTICAL TECHNOLOGY - LXXI	14	37.50	3	
80	PHARMACEUTICAL TECHNOLOGY - LXXII	14	37.50	3	
81	PHARMACEUTICAL TECHNOLOGY - LXXIII	14	37.50	3	
82	PHARMACEUTICAL TECHNOLOGY - LXXIV	14	37.50	3	
83	PHARMACEUTICAL TECHNOLOGY - LXXV	14	37.50	3	
84	PHARMACEUTICAL TECHNOLOGY - LXXVI	14	37.50	3	
85	PHARMACEUTICAL TECHNOLOGY - LXXVII	14	37.50	3	
86	PHARMACEUTICAL TECHNOLOGY - LXXVIII	14	37.50	3	
87	PHARMACEUTICAL TECHNOLOGY - LXXIX	14	37.50	3	
88	PHARMACEUTICAL TECHNOLOGY - LXXX	14	37.50	3	
89	PHARMACEUTICAL TECHNOLOGY - LXXXI	14	37.50	3	
90	PHARMACEUTICAL TECHNOLOGY - LXXXII	14	37.50	3	
91	PHARMACEUTICAL TECHNOLOGY - LXXXIII	14	37.50	3	
92	PHARMACEUTICAL TECHNOLOGY - LXXXIV	14	37.50	3	
93	PHARMACEUTICAL TECHNOLOGY - LXXXV	14	37.50	3	
94	PHARMACEUTICAL TECHNOLOGY - LXXXVI	14	37.50	3	
95	PHARMACEUTICAL TECHNOLOGY - LXXXVII	14	37.50	3	
96	PHARMACEUTICAL TECHNOLOGY - LXXXVIII	14	37.50	3	
97	PHARMACEUTICAL TECHNOLOGY - LXXXIX	14	37.50	3	
98	PHARMACEUTICAL TECHNOLOGY - LXXXX	14	37.50	3	
99	PHARMACEUTICAL TECHNOLOGY - LXXXXI	14	37.50	3	
100	PHARMACEUTICAL TECHNOLOGY - LXXXXII	14	37.50	3	
101	PHARMACEUTICAL TECHNOLOGY - LXXXXIII	14	37.50	3	
102	PHARMACEUTICAL TECHNOLOGY - LXXXXIV	14	37.50	3	
103	PHARMACEUTICAL TECHNOLOGY - LXXXXV	14	37.50	3	
104	PHARMACEUTICAL TECHNOLOGY - LXXXXVI	14	37.50	3	
105	PHARMACEUTICAL TECHNOLOGY - LXXXXVII	14	37.50	3	
106	PHARMACEUTICAL TECHNOLOGY - LXXXXVIII	14	37.50	3	
107	PHARMACEUTICAL TECHNOLOGY - LXXXXIX	14	37.50	3	
108	PHARMACEUTICAL TECHNOLOGY - LXXXXX	14	37.50	3	
109	PHARMACEUTICAL TECHNOLOGY - LXXXXXI	14	37.50	3	
110	PHARMACEUTICAL TECHNOLOGY - LXXXXXII	14	37.50	3	
111	PHARMACEUTICAL TECHNOLOGY - LXXXXXIII	14	37.50	3	
112	PHARMACEUTICAL TECHNOLOGY - LXXXXXIV	14	37.50	3	
113	PHARMACEUTICAL TECHNOLOGY - LXXXXXV	14	37.50	3	
114	PHARMACEUTICAL TECHNOLOGY - LXXXXXVI	14	37.50	3	
115	PHARMACEUTICAL TECHNOLOGY - LXXXXXVII	14	37.50	3	
116	PHARMACEUTICAL TECHNOLOGY - LXXXXXVIII	14	37.50	3	
117	PHARMACEUTICAL TECHNOLOGY - LXXXXXIX	14	37.50	3	
118	PHARMACEUTICAL TECHNOLOGY - LXXXXXX	14	37.50	3	
119	PHARMACEUTICAL TECHNOLOGY - LXXXXXXI	14	37.50	3	
120	PHARMACEUTICAL TECHNOLOGY - LXXXXXXII	14	37.50	3	
121	PHARMACEUTICAL TECHNOLOGY - LXXXXXXIII	14	37.50	3	
122	PHARMACEUTICAL TECHNOLOGY - LXXXXXXIV	14	37.50	3	
123	PHARMACEUTICAL TECHNOLOGY - LXXXXXXV	14	37.50	3	
124	PHARMACEUTICAL TECHNOLOGY - LXXXXXXVI	14	37.50	3	
125	PHARMACEUTICAL TECHNOLOGY - LXXXXXXVII	14	37.50	3	
126	PHARMACEUTICAL TECHNOLOGY - LXXXXXXVIII	14	37.50	3	
127	PHARMACEUTICAL TECHNOLOGY - LXXXXXXIX	14	37.50	3	
128	PHARMACEUTICAL TECHNOLOGY - LXXXXXXX	14	37.50	3	
129	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXI	14	37.50	3	
130	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXII	14	37.50	3	
131	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIII	14	37.50	3	
132	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIV	14	37.50	3	
133	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXV	14	37.50	3	
134	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVI	14	37.50	3	
135	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVII	14	37.50	3	
136	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVIII	14	37.50	3	
137	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIX	14	37.50	3	
138	PHARMACEUTICAL TECHNOLOGY - LXXXXXXX	14	37.50	3	
139	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXI	14	37.50	3	
140	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXII	14	37.50	3	
141	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIII	14	37.50	3	
142	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIV	14	37.50	3	
143	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXV	14	37.50	3	
144	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVI	14	37.50	3	
145	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVII	14	37.50	3	
146	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVIII	14	37.50	3	
147	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIX	14	37.50	3	
148	PHARMACEUTICAL TECHNOLOGY - LXXXXXXX	14	37.50	3	
149	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXI	14	37.50	3	
150	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXII	14	37.50	3	
151	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIII	14	37.50	3	
152	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIV	14	37.50	3	
153	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXV	14	37.50	3	
154	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVI	14	37.50	3	
155	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVII	14	37.50	3	
156	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVIII	14	37.50	3	
157	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIX	14	37.50	3	
158	PHARMACEUTICAL TECHNOLOGY - LXXXXXXX	14	37.50	3	
159	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXI	14	37.50	3	
160	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXII	14	37.50	3	
161	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIII	14	37.50	3	
162	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIV	14	37.50	3	
163	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXV	14	37.50	3	
164	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVI	14	37.50	3	
165	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVII	14	37.50	3	
166	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVIII	14	37.50	3	
167	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIX	14	37.50	3	
168	PHARMACEUTICAL TECHNOLOGY - LXXXXXXX	14	37.50	3	
169	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXI	14	37.50	3	
170	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXII	14	37.50	3	
171	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIII	14	37.50	3	
172	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIV	14	37.50	3	
173	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXV	14	37.50	3	
174	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVI	14	37.50	3	
175	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVII	14	37.50	3	
176	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVIII	14	37.50	3	
177	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIX	14	37.50	3	
178	PHARMACEUTICAL TECHNOLOGY - LXXXXXXX	14	37.50	3	
179	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXI	14	37.50	3	
180	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXII	14	37.50	3	
181	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIII	14	37.50	3	
182	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIV	14	37.50	3	
183	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXV	14	37.50	3	
184	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVI	14	37.50	3	
185	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVII	14	37.50	3	
186	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXVIII	14	37.50	3	
187	PHARMACEUTICAL TECHNOLOGY - LXXXXXXXIX	14	37.50	3	
188	PHARMACEUTICAL TECHNOLOGY - LXXXXXXX	14	37.50	3	
189					

Sample 3a and 3b show the same incorrect document and then the correct one.

**Sample 3a**

**INCORRECT**

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY  
KUKATPALLY, HYDERABAD - 500 085, TELANGANA STATE, INDIA

**TRANSCRIPT**

Sl. No.:

PROVISIONAL CERTIFICATE

Any copy on **TRANSCRIPT** paper will be **REJECTED**

College: AD - TRCP, HYDER  
HT No:


PC No:

This is to certify that Mr. \_\_\_\_\_  
son of Mr. \_\_\_\_\_  
passed BACHELOR OF PHARMACY degree examination of this University,  
held in May, 2013 and that he was placed in  
FIRST CLASS. He has satisfied all the  
requirements for the award of the degree.

*[Signature]*  
Controller of Examinations

*[Signature]*  
REGISTRAR

Issue Date: November 13, 2014




**Sample 3b**

**CORRECT**

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
HYDERABAD - 500 085, ANDHRA PRADESH, INDIA

College: AD - TRCP, HYDER  
HT No: 09ADIR/001

30252000474  
Sl. No. PC 00390755

  
20252000523


**PROVISIONAL CERTIFICATE**

This is to certify that Mr. \_\_\_\_\_  
son of \_\_\_\_\_  
passed Bachelor of Pharmacy degree  
examination of this University, held in May, 2013 and that he was  
placed in FIRST CLASS.  
He has satisfied all the requirements for the award of the degree.

Verified by  
Hyderabad - A.P. *[Signature]*  
Controller of Examinations

*[Signature]*  
REGISTRAR

Date: June 25, 2013



If your submission is rejected, there could be one of a few reasons why. Use this chart to help you understand the reason for rejection.

Reason	Description
<b>“unattested”</b>	We have received attested documents by scan and need copies of the originals. Unattested may also refer to improperly attested copies or notarized copies sent via mail, so we are giving them the chance to send unattested copies of the originals via the scan process versus resending via mail properly attested copies.
We need <b>“all individual transcripts, consolidated marks, and degree and provisional certificates,”</b>	It means we are missing a document. Typically, if you have sent what you believed to be all the transcripts, there is one individual transcript missing.
<b>“making sure that all documents are clearly readable”</b>	One or more of the documents are either blurry or cut off on the edges. Make sure that each document is a full-sheet scan and that, when we print it, the image is clear enough to be read.