

Foreign Academic Record Information for Freshman Applicants

If you are offered admission to UC Riverside, you will be required to provide your official academic records to verify the academic information listed on your application. You will be required to submit official records/transcripts from all institutions you have attended, beginning with the ninth grade. Please do not send any academic records or transcripts to our office prior to applying for admission or along with your application as we will not retain these records. Only send academic records when requested to do so by UC Riverside.

What are the Academic Record Requirements?

Academic records must include all subjects and final course or examination marks (if applicable). Your secondary school records must show graduation at a level acceptable for university entrance, and the official month and year of your graduation. Official records must be accompanied by English translation for records issued by a country that uses an alphabet other than the Roman alphabet.

What is an Official Academic Record?

Academic records are considered official when they are received by UC Riverside in a sealed envelope directly from the issuing institution or examination authority. The records must include the school seal or stamp and a signature from an administrator at the institution. Original records that have been copied, opened, or mailed from the student are not considered official. Records sealed or attested by notaries or other organizations other than the issuing institution or examination authority are not considered official.

Difficulty Obtaining Records

UC Riverside understands that it can take a significant amount of time to obtain official records from some countries of the world. We encourage students to request their academic documents early in the admission process. If you are having extreme difficulty obtaining records, or there is some unforeseen circumstances, we do recognize it may not be possible to obtain official records; however, these situations are rare. If you are having difficulties obtaining your official records you are encouraged to contact your admission counselor by sending an e-mail to admit@ucr.edu complete with your full name, Student Identification Number (SID) or Application ID Number or date of birth and full address.

Copies of Records During Application Review

During the application review, some students are asked to provide their academic records in order for an admission decision to be made on their application. UC Riverside recognizes that it may take some additional time for schools outside the United States to send your records to us for review. For this reason, you are encouraged to have legible photocopies of your records sent to our office in order to complete your application review. Though copies of your records may be used during the application review process, official academic records will be required after you are admitted to UCR.

Translation of Records

Most secondary school records do not need to be translated to English unless they are from a country, or issued by an institution, that uses an alphabet other than the Roman alphabet. If your record needs to be translated please provide both the original record and the translated record.

Course Descriptions

Course descriptions are necessary to evaluate the content of coursework completed in other countries. Many universities can provide students with course descriptions in English. If your university cannot, we will accept your translation.