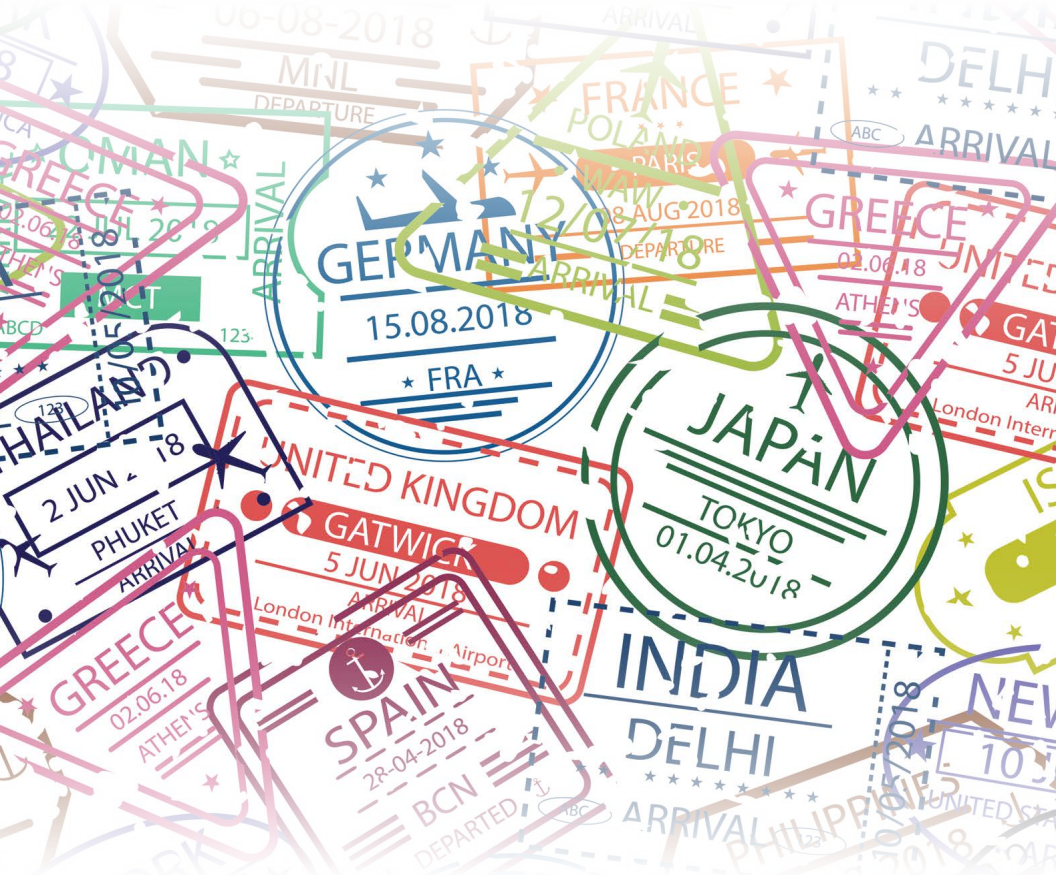
NAGAP
The Leader in Graduate Enrollment Management

I·E·R·F 50 YEARS
INTERNATIONAL EDUCATION RESEARCH FOUNDATION®
Credentials Evaluation Service

Taking out the guesswork:

A GUIDE TO INTERNATIONAL ACADEMIC RECORDS



A joint initiative

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Released 2019.

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Preface

We are proud and excited to present this first joint initiative between NAGAP and IERF. This e-publication is the first resource of its kind in international enrollment management; not only does it provide a survey of the different types of international academic records that exist, but it also tackles such challenges as provisional certificates and digital records. With a rich array of over 75 sample documents, this scope and level of detail are not found at beginners' workshops in credentials evaluation! It is our hope that this publication will help users navigate the work of international admissions and guide them, not only against admitting unqualified students, but fraud as well.

We are grateful to Raymond Lutzky, NAGAP Publications Chair, for his support and encouragement of this project and to all those who made this project possible. Particular thanks go to the author, Emily Tse at IERF, for her tireless energy, enthusiasm, hard work and dedication, as well as to Alice Tang for her editing expertise. This e-publication was born out of a presentation that Emily first gave at the 2018 NAGAP Annual Conference with Shelby Cearley of Texas Tech University. It is also fitting that we acknowledge and express our appreciation for the helpful feedback given by Todd Colvard of the Foreign Credentialing Commission on Physical Therapy (FCCPT), Laurie Cook of the University of Denver, and Wendy Loat of International Credentials Assessment Service, Canada (ICAS). We are also thankful to Barbara Glave of Credential Consultants, Inc. for sharing a sample record and its English translation. Finally, we wish to acknowledge the foreign language expertise provided at IERF by An An, I-Hsing Lin, Christin Neary, Maryam Rawson, Irene Romo, and Alvin Yin.

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President
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I. Basic Features of Official Records

The benefits of a diverse campus, enhanced by international students, are undeniable. However, one of the toughest aspects of determining eligibility for admission is identifying whether the appropriate documents have even been submitted. Can one take attestations, provisional certificates or apostilles? What is the difference between a graduation certificate and degree certificate? With such uncertainties, determining which are the appropriate documents becomes half the battle of a review. Misunderstandings can also make one vulnerable, not only to admitting unqualified students, but to fraud as well. This e-publication will help demystify these areas and clarify the different types of academic records that exist around the world.

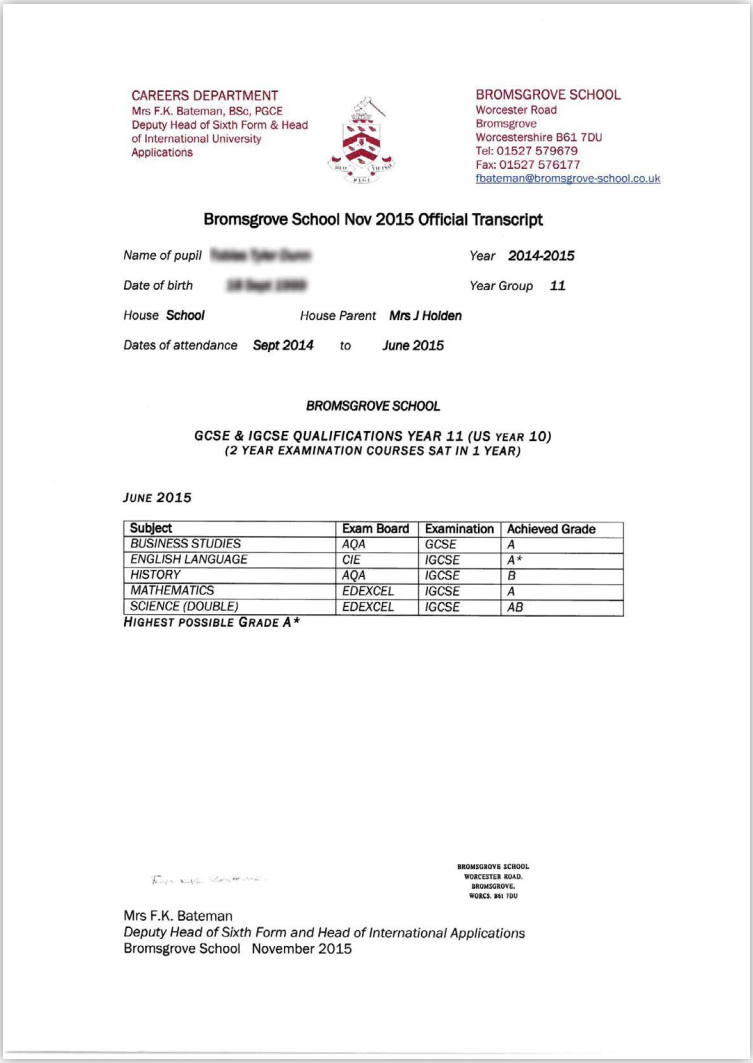
When it comes to reviewing school records, one of the first determinations one has to make is whether or not they are official. With this in mind, it is helpful to start out by exploring the basic features and their differences from unofficial records. **Official academic records** are typically issued on school paper or stationery, bearing the seal of the institution and/or the signature of its designated representative, to be used for external purposes. Depending on the country and institution, however, the original signature may be signed by hand or it may come in the form of an ink stamp. Official academic records are issued by the appropriate authority and contain the student's final results that cannot be changed. Commonly found in the form of a transcript and diploma, they also serve as the **primary source records** of one's study and any qualifications that might have been earned. In contrast, a letter from a teacher or school may serve as supplementary documentation but does not bear the authoritative weight a transcript or diploma would as evidence of completion of study.[1]

Unofficial records of study, in contrast, are often issued without signatures and seals. Unlike official academic records, they are used primarily as internal documents by the student or school. For example, they might serve as a tool for student advising, to help determine a student's academic standing, etc. The following examples will help illustrate these differences.

1 See also Section II: Transmission and Delivery for additional characteristics of an official record of study.

Example 1: UNOFFICIAL Record of Study (United Kingdom) – 1 page

In the British system of education, completion of secondary studies is validated by final examinations leading to the General Certificate of Secondary Education (GCSE) or International General Certificate of Secondary Education (IGCSE), which are administered and issued by external bodies, such as Pearson.[2] This school-issued record, referencing the examination results, is regarded as unofficial as the school is not the awarding body.



CAREERS DEPARTMENT
Mrs F.K. Bateman, BSc, PGCE
Deputy Head of Sixth Form & Head of International University Applications

BROMSGROVE SCHOOL
Worcester Road
Bromsgrove
Worcestershire B61 7DU
Tel: 01527 579679
Fax: 01527 576177
fbateman@bromsgrove-school.co.uk

Bromsgrove School Nov 2015 Official Transcript

Name of pupil [redacted] *Year* ***2014-2015***

Date of birth [redacted] *Year Group* ***11***

House ***School*** *House Parent* ***Mrs J Holden***

Dates of attendance ***Sept 2014*** *to* ***June 2015***

BROMSGROVE SCHOOL

GCSE & IGCSE QUALIFICATIONS YEAR 11 (US YEAR 10)
(2 YEAR EXAMINATION COURSES SAT IN 1 YEAR)

JUNE 2015

Subject	Exam Board	Examination	Achieved Grade
BUSINESS STUDIES	*AQA*	*GCSE*	*A*
ENGLISH LANGUAGE	*CIE*	*IGCSE*	*A**
HISTORY	*AQA*	*IGCSE*	*B*
MATHEMATICS	*EDEXCEL*	*IGCSE*	*A*
SCIENCE (DOUBLE)	*EDEXCEL*	*IGCSE*	*AB*

HIGHEST POSSIBLE GRADE A*

BROMSGROVE SCHOOL
WORCESTER ROAD,
BROMSGROVE,
WORCS. B61 7DU

Mrs F.K. Bateman
Deputy Head of Sixth Form and Head of International Applications
Bromsgrove School November 2015

2 Note, however, that in the United Kingdom, the General Certificate of Education Advanced Levels (A Levels), which presents an additional 2 years of pre-university study, are usually required for university entry.

Example 2: OFFICIAL Record (United Kingdom) – 1 page

This record for the General Certificate of Secondary Education (GCSE) is regarded as official, as it is issued by Pearson, one of the 5 awarding bodies in the UK. This document shows the final results achieved by the student. In contrast, a record of the exam results issued by the school would not be regarded as official, as shown in the previous example.[3]

edexcel

Pearson
Edexcel GCSE

JUNE 2015

This is to certify that

achieved the following results in

TWO SUBJECTS		QN
PHYSICAL EDUCATION	GRADE A (a)	500/4676/7
RELIGIOUS STUDIES	GRADE B (b)	500/4488/6

44167:5117:L0H488217:241198:ISSUED 28-SEP-2015

Lesley Davies OBE
Responsible Officer
Pearson Education Ltd.

Ofqual

Llywodraeth Cymru
Welsh Government

cea
Rewarding Learning

PQS15 07844464 710

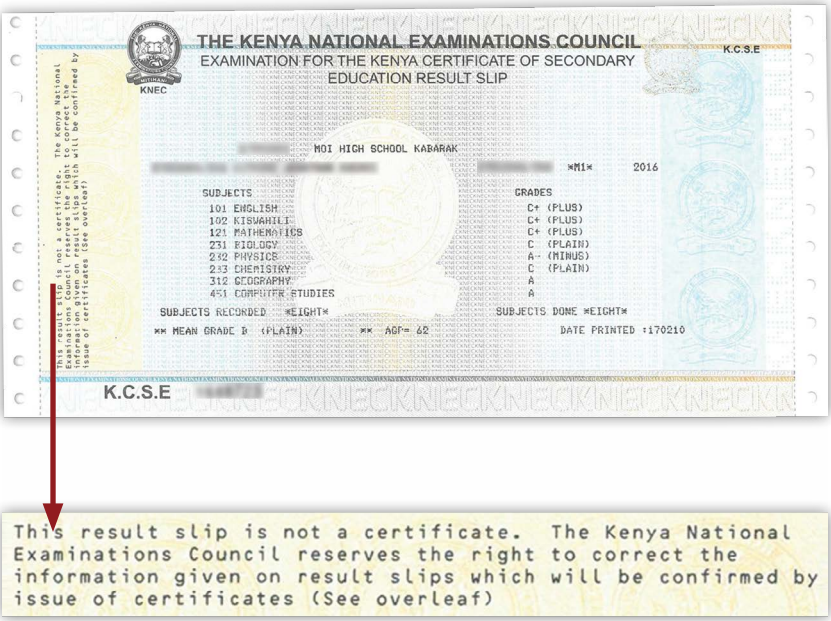
ALWAYS LEARNING

PEARSON

3 Note the Ofqual logo at the bottom. The Office of Qualifications and Examinations Regulation (Ofqual) regulates non-university qualifications in England. The logos for *Llywodraeth Cymru* and CEA (The Council for Curriculum, Examinations and Assessment) represent their respective counterparts in Wales and Northern Ireland.

Example 3: UNOFFICIAL Record of Study (Kenya) – 1 page

The Kenya Certificate of Secondary Education (KCSE) marks the end of secondary education in Kenya. The image below shows a result slip issued to students that is intended as an internal document. Take notice of the note on the left, which indicates that it is a preliminary record and not a permanent one, as the results are subject to change.



THE KENYA NATIONAL EXAMINATIONS COUNCIL

EXAMINATION FOR THE KENYA CERTIFICATE OF SECONDARY EDUCATION RESULT SLIP

KNEC

K.C.S.E

MOI HIGH SCHOOL KABARAK

M1 2016

SUBJECTS	GRADES
101 ENGLISH	C+ (PLUS)
102 KISWAHILI	C+ (PLUS)
121 MATHEMATICS	C+ (PLUS)
231 BIOLOGY	C (PLAIN)
232 PHYSICS	A- (MINUS)
233 CHEMISTRY	C (PLAIN)
312 GEOGRAPHY	A
451 COMPUTER STUDIES	A

SUBJECTS RECORDED *EIGHT* SUBJECTS DONE *EIGHT*

** MEAN GRADE B (PLAIN) ** AGP= 62 DATE PRINTED :170210

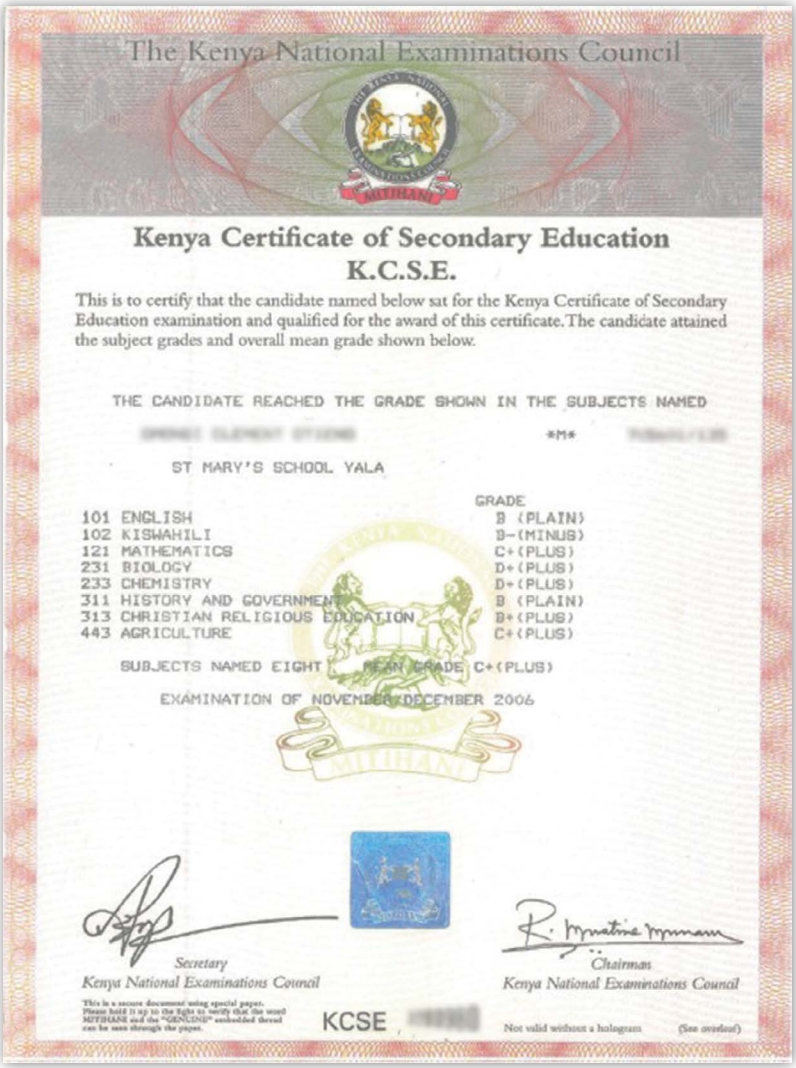
K.C.S.E

This result slip is not a certificate. The Kenya National Examinations Council reserves the right to correct the information given on result slips which will be confirmed by issue of certificates (See overleaf)

This result slip is not a certificate. The Kenya National Examinations Council reserves the right to correct the information given on result slips which will be confirmed by issue of certificates (See overleaf)

Example 4: OFFICIAL Record of Study (Kenya) – 1 page

The following is the official Kenya Certificate of Secondary Education (KCSE), showing the final results. Unlike the result slip, previously shown, this document bears the signatures of the designated representatives of the Kenya National Examinations Council and is printed on security paper with micro-printing, watermarks and a hologram. Additionally, there is no cautionary language regarding the results as being subject to change, as found in the prior example.



The Kenya National Examinations Council

MITIHANI

Kenya Certificate of Secondary Education

K.C.S.E.

This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination and qualified for the award of this certificate. The candidate attained the subject grades and overall mean grade shown below.

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED

M

ST MARY'S SCHOOL YALA

		GRADE
101	ENGLISH	B (PLAIN)
102	KISWAHILI	B-(MINUS)
121	MATHEMATICS	C+(PLUS)
231	BIOLOGY	D+(PLUS)
233	CHEMISTRY	D+(PLUS)
311	HISTORY AND GOVERNMENT	B (PLAIN)
313	CHRISTIAN RELIGIOUS EDUCATION	B+(PLUS)
443	AGRICULTURE	C+(PLUS)

SUBJECTS NAMED EIGHT MEAN GRADE C+(PLUS)

EXAMINATION OF NOVEMBER/DECEMBER 2006

Secretary
Kenya National Examinations Council

Chairman
Kenya National Examinations Council

This is a secure document using special paper. Please hold it up to the light to verify that the word MITIHANI and the "GENUINE" embedded thread can be seen through the paper.

KCSE

Not valid without a hologram (See overleaf)

Example 5: UNOFFICIAL Record of Study (China) – 1 page

The certification below is a statement of the award of a bachelor's degree to a particular student. However, it is not the final degree certificate which is the primary source record of the degree.

遼寧師範大學

LIAONING NORMAL UNIVERSITY

学 位 证 明

[redacted]，于二〇〇五年九月至二〇〇九年六月在辽宁师范大学**法学**专业完成了四年制本科学习计划，成绩合格，业已毕业。经审核符合《**中华人民共和国学位条例**》的规定，授予**法学**学士学位。证书编号为[redacted]

辽宁师范大学学位评定委员会主席 曲庆彪

特此证明。

辽宁师范大学

二〇一一年六月七日

辽宁师范大学档案馆

地址：中国 · 大连市黄河路850号 (Add:850 Huanghe Road Dalian China)

电话：0411-82158209 (Tel:86-411-8215-8209) 传真：0411-84214450 (Fax:86-411-8421-4450)

邮编：116029 (P.C.:116029) 网址：www.lnnu.edu.cn(http://www.lnnu.edu.cn)

English Translation: UNOFFICIAL Record of Study (China) – 1 page

遼寧師範大學

LIAONING NORMAL UNIVERSITY

CERTIFICATE OF BACHELOR'S DEGREE

(For undergraduates of general education)

This is to certify that student [redacted], born in [redacted], studied in Liaoning Normal University from September 2005 to June 2009, majoring in Law. Having completed the four-year undergraduate courses and duly graduated. In accordance with the "Provisions of the Regulations of Academic Degrees of the People's Republic of China", she is awarded the Bachelor's Degree of Law.

Liaoning Normal University

Chairman of Degree Assessment Committee: QU Qingbiao

23 June 2009

Certificate No. [redacted]

辽宁师范大学 档案馆

地址：中国·大连市黄河路850号 (Add:850 Huanghe Road Dalian China)
电话：0411-82158209 (Tel:86-411-8215-8209) 传真：0411-84214450 (Fax:86-411-8421-4450)
邮编：116029 (P.C.:116029) 网址：www.lnnu.edu.cn(http://www.lnnu.edu.cn)

Example 6: OFFICIAL Record of Study (China) – 1 page

This corresponding degree certificate[4] serves as the primary source record and official evidence of the award of a degree. Unlike the previous example, which is printed on university letterhead, this document is printed on diploma paper, bearing a photo of the student and the signature of the Chairman.

学 士 学 位 证 书

[redacted] 在 辽宁师范大学

法学 专业完成了本科学习计划，业已

毕业，经审核符合《中华人民共和国学位条例》的规定，授予 法学

学士学位。

辽宁师范大学 校 长

学位评定委员会主席

证书编号 [redacted]

二〇〇九 年 六 月二十三 日

（普通高等教育本科毕业生）

English Translation:

Bachelor's Degree Certificate

(Name), (gender), was born on (date). S/he completed an undergraduate program in Law at Liaoning Normal University and has satisfied the requirements prescribed for graduation. Found to have fulfilled the requirements of the <<Regulation of the People's Republic of China Regarding Academic Degrees>>, s/he has been awarded the degree of Bachelor of Law.

Liaoning University *(Signature) Chairman of Degree Assessment Committee*
Diploma Number *2009 June 23*

(Graduate of Regular Higher Education Undergraduate Studies)

4 See Section XI: Country Samples – China to find out more about graduation and degree certificates and their differences.

II. Transmission and Delivery

In the United States, an official record of study also refers to one that is issued sealed in an institutional envelope. The expectation is that the envelope has the school's address pre-printed on it. The flap is sealed, frequently with the representative's signature and/or institutional seal on it. Additionally, in the US, transcripts are usually only regarded as official when they are sent directly from the institution of study. However, it is important to note that such practices are not standard overseas, outside of the US and Canada. So, while it is possible for sealed records to be sent directly from some countries, it can be onerous to arrange and coordinate from others (Trayte Freeman, 2010).

Nevertheless, with the passage of time, obtaining official records internationally has become easier, particularly with the aid of technology.[5] It is also important to consider the necessary requirements for the transmission and delivery of academic records for applicants who studied overseas. For example, if official academic records are required, does one require that they come:

- Sealed?
- Sealed, but they may be submitted by the applicant?
- Sealed, but they must be sent directly from the institution of study?

At the admissions stage, some institutions do not require official academic records; however, they may require them at the time of enrollment.

5 For a further discussion on digital records, please see Section X – Digital Records and Online Verification.

III. Certified Copies vs. Notarized Copies

There are also countries that may only ever issue one original, official set of academic records. Reissued transcripts may be possible, but costly. For this reason, it is not uncommon for schools to issue **certified copies**, also frequently referred to as **certified true copies** and **attested copies**. These are acceptable as official academic records, provided they are certified by the appropriate official at the school, examining board, or Ministry of Education (Kacenga, 2016), as these representatives are in the position to make copies from the original record on file and can authenticate the contents. The practice of issuing certified copies often occurs in such countries as India, the Philippines, and Vietnam.[6] However, copies certified by a notary, a translator, an embassy, post office, police, Ministry of Justice, or Ministry of Foreign Affairs[7] would not be regarded as official records for our purposes, as they are not authenticating the contents of the documents. The **notary public** in the US, for example, simply verifies the identity of the individual in question and witnesses his/her signature, if needed. However, he/she does not, at any stage, check the contents of the document involved.

6 Note, however, that these 3 countries have a mixed practice, so original academic records as well as certified true copies can be found in any of these regions.

7 For a fuller discussion, please see Section IV: Apostilles.

Example 7: Image of an Original Transcript (Nigeria) – 1 page

This image is of a first-generation document, printed directly on university paper or stationery, bearing an original signature from the university's representative.

UNIVERSITY OF BENIN

BENIN CITY, NIGERIA
P.M.B. 1154, BENIN CITY
OFFICE OF THE REGISTRAR

CONFIDENTIAL:

TRANSCRIPT OF ACADEMIC RECORDS

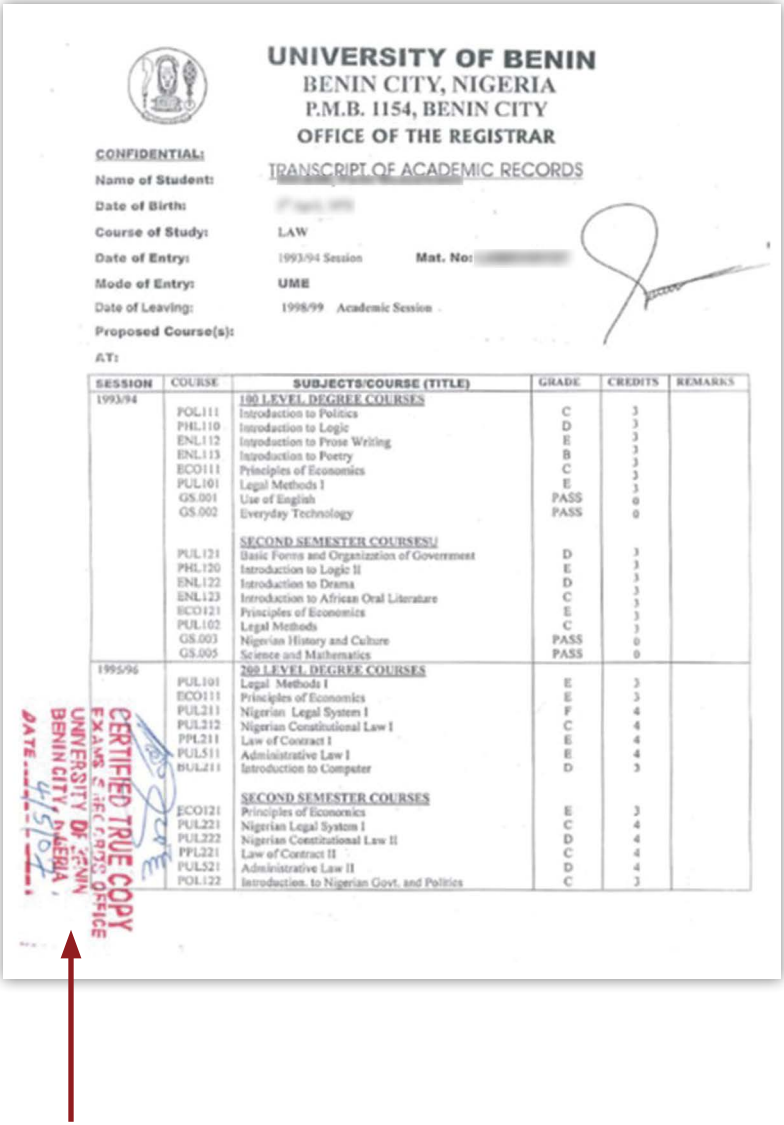
Name of Student: [redacted]
Date of Birth: [redacted]
Course of Study: LAW
Date of Entry: 1993/94 Session **Mat. No:** [redacted]
Mode of Entry: UME
Date of Leaving: 1998/99 Academic Session
Proposed Course(s):
AT:

SESSION	COURSE	SUBJECTS/COURSE (TITLE)	GRADE	CREDITS	REMARKS
1993/94		**100 LEVEL DEGREE COURSES**			
	POL111	Introduction to Politics	C	3	
	PHL110	Introduction to Logic	D	3	
	ENL112	Introduction to Prose Writing	E	3	
	ENL113	Introduction to Poetry	B	3	
	ECO111	Principles of Economics	C	3	
	PUL101	Legal Methods I	E	3	
	GS.001	Use of English	PASS	0	
	GS.002	Everyday Technology	PASS	0	
		SECOND SEMESTER COURSES!			
	PUL121	Basic Forms and Organization of Government	D	3	
	PHL120	Introduction to Logic II	E	3	
	ENL122	Introduction to Drama	D	3	
	ENL123	Introduction to African Oral Literature	C	3	
	ECO121	Principles of Economics	E	3	
	PUL102	Legal Methods	C	3	
	GS.003	Nigerian History and Culture	PASS	0	
	GS.005	Science and Mathematics	PASS	0	
1995/96		**200 LEVEL DEGREE COURSES**			
	PUL101	Legal Methods I	E	3	
	ECO111	Principles of Economics	E	3	
	PUL211	Nigerian Legal System I	F	4	
	PUL212	Nigerian Constitutional Law I	C	4	
	PPL211	Law of Contract I	E	4	
	PUL511	Administrative Law I	E	4	
	BUL211	Introduction to Computer	D	3	
		SECOND SEMESTER COURSES			
	ECO121	Principles of Economics	E	3	
	PUL221	Nigerian Legal System I	C	4	
	PUL222	Nigerian Constitutional Law II	D	4	
	PPL221	Law of Contract II	C	4	
	PUL521	Administrative Law II	D	4	
	POL122	Introduction. to Nigerian Govt. and Politics	C	3	

EXAMS & RECOR
UNIVERSITY OF BE
BENIN CITY, NIGERIA.

Example 8: Image of a Certified True Copy of a Transcript (Nigeria) – 1 page

This image is from a photocopy of an original transcript. However, it is certified by the Exams & Records Office of the university. The university representative made the copy from the original on file. As such, this certified true copy may be regarded as an official record of study.



UNIVERSITY OF BENIN
BENIN CITY, NIGERIA
P.M.B. 1154, BENIN CITY
OFFICE OF THE REGISTRAR

CONFIDENTIAL:

TRANSCRIPT OF ACADEMIC RECORDS

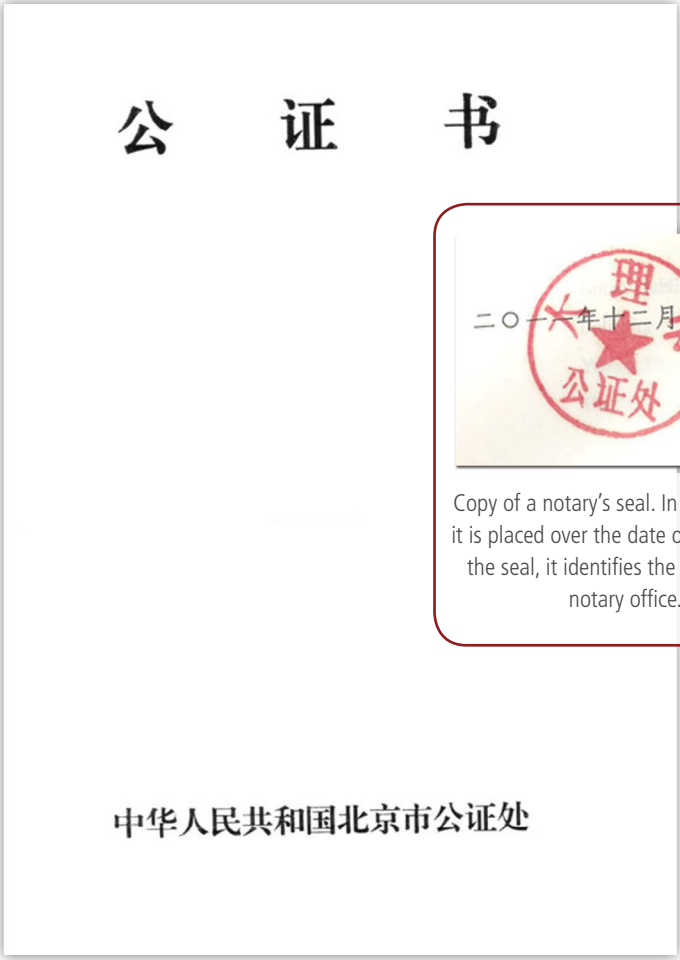
Name of Student:
Date of Birth:
Course of Study: LAW
Date of Entry: 1993/94 Session Mat. No:
Mode of Entry: UME
Date of Leaving: 1998/99 Academic Session
Proposed Course(s):
AT:

SESSION	COURSE	SUBJECTS/COURSE (TITLE)	GRADE	CREDITS	REMARKS
1993/94		100 LEVEL DEGREE COURSES			
	POL111	Introduction to Politics	C	3	
	PHL110	Introduction to Logic	D	3	
	ENL112	Introduction to Prose Writing	E	3	
	ENL113	Introduction to Poetry	B	3	
	ECO111	Principles of Economics	C	3	
	PUL101	Legal Methods I	E	3	
	GS.001	Use of English	PASS	0	
	GS.002	Everyday Technology	PASS	0	
		SECOND SEMESTER COURSESU			
	PUL121	Basic Forms and Organization of Government	D	3	
	PHL120	Introduction to Logic II	E	3	
	ENL122	Introduction to Drama	D	3	
	ENL123	Introduction to African Oral Literature	C	3	
	ECO121	Principles of Economics	E	3	
	PUL102	Legal Methods	C	3	
	GS.003	Nigerian History and Culture	PASS	0	
	GS.005	Science and Mathematics	PASS	0	
1995/96		200 LEVEL DEGREE COURSES			
	PUL101	Legal Methods I	E	3	
	ECO111	Principles of Economics	E	3	
	PUL211	Nigerian Legal System I	F	4	
	PUL212	Nigerian Constitutional Law I	C	4	
	PPL211	Law of Contract I	E	4	
	PUL511	Administrative Law I	E	4	
	BUL211	Introduction to Computer	D	3	
		SECOND SEMESTER COURSES			
	ECO121	Principles of Economics	E	3	
	PUL221	Nigerian Legal System I	C	4	
	PUL222	Nigerian Constitutional Law II	D	4	
	PPL221	Law of Contract II	C	4	
	PUL521	Administrative Law II	D	4	
	POL122	Introduction. to Nigerian Govt. and Politics	C	3	

CERTIFIED TRUE COPY
EXAMS & RECORDS OFFICE
UNIVERSITY OF BENIN
BENIN CITY, NIGERIA
DATE 4/5/01

Example 9: Cover of a Notarial Booklet (China) – 1 page

Notarial booklets from China are common. They typically include copies of the academic records, along with English translations and a certification from the notary that they are true copies of the original. Such documents, for our purposes, would be regarded as photocopies rather than official records, as notaries cannot authenticate the actual contents. The notarial seal is very similar in look to the university seal but should not be confused as the latter. The red circular seal with Chinese characters inside is a common format in China.



Copy of a notary's seal. In this example, it is placed over the date of issue. Inside the seal, it identifies the city and the notary office.

English Translation:

Notarial Certificate
Beijing Municipal Notary Office of the People's Republic of China

Example 10: Certification from a Notary (USA) – 1 page

This document accompanied a copy of an individual's academic records and the corresponding English translations. The certification at the top is by the translator and the certification at the bottom is from the notary. Note the statement below, which is commonly found in notarial certifications regarding the documents they are attached to.

AFFIDAVIT OF TRANSLATION OF FOREIGN DOCUMENT

State of California)
County of Los Angeles) SS.

The undersigned being duly sworn, depose and say:
I am familiar and competent with both the Chinese language and the English language; that I have read and translated the attached document in Chinese, and certify that the translation of said document into English is a complete and accurate translation to the best of my knowledge.
Description of documents:
High School Diploma_[redacted]

Translator: _____
Date: 1/10/2018

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this 10th day of January, 2018,
by [redacted]
proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Public Signature (Notary Seal)

YAN HU
Commission # 2098319
Notary Public - California
Los Angeles County
My Comm. Expires Jan 29, 2019

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

IV. Apostilles

Apostilles serve as international notarizations. They are legalization certificates created to accompany public documents, such as birth and marriage certificates, deeds, and wills for use abroad, facilitating their recognition overseas. Previously, the "legalization" process was time-consuming, complicated and expensive, requiring a chain of authentications. However, in 1961, a simpler method was created through the **Hague Convention Abolishing the Requirement of Legalization of Foreign Public Documents**, also referred to as the **Apostille Convention** or **Apostille Treaty** for short. This means that the apostille and the document it is certifying would be sufficient for recognition by the participating countries. At present, there are 116 member countries, including the US who joined in 1981.[8]

The Hague Conference on Private International Law (HCCH), however, stresses that while apostilles certify the origin of the document (signature on the record of interest), they do not certify the actual contents of the document (HCCH, 2010). In fact, it is often a strategy of diploma mills to issue records of study with apostilles, to create a further sense of legitimacy (Ezell and Bear, 2012). It is also a tactic diploma mills use to charge customers additional fees for their documents (Walsh, 2015).

8 For a list of the member countries, see www.hcch.net/en/instruments/conventions/status-table/?cid=41.

Example 11: An Apostille Issued by the US Department of State (USA) – 1 page

Although the apostille is intended to facilitate the recognition of documents abroad, it should not be taken as an assurance of the authenticity of the records in question. Note the fine print on the apostille below.

05018431-14

United States of America

DEPARTMENT OF STATE

To all to whom these presents shall come, Greetings:

I Certify That the document hereunto annexed is under the Seal of the Secretary of State of the State(s) of Missouri, and that such Seal(s) is/are entitled to full faith and credit.*

In testimony whereof, I, Condoleezza Rice, Secretary of State , have hereunto caused the seal of the Department of State to be affixed and my name subscribed by the Assistant Authentication Officer, of the said Department, at the city of Washington, in the District of Columbia, this fifth day of May, 2005.

Secretary of State

By

Assistan: Authentication Officer,
Department of State

Issued pursuant to CHXIV, State of Sept. 15, 1789; 1 Stat. 68-69; 22 USC 2657; 22USC 2651a; 5 USC 301; 28 USE 1733 et. seq.; 8 USC 1443(j); RULE 44 Federal Rules of Civil Procedure.

For the contents of the annexed document,the Department assumes no responsibility

This certificate is not valid if it is removed or altered in any way whatsoever

*For the contents of the annexed document, the Department assumes no responsibility.

Example 12: An Apostille Issued by the Government of Mexico (Mexico) – 1 page

This apostille is issued by the Mexican government. It also provides a link and QR code which one can use to verify the authenticity of the apostille. However, as in the example before, note the fine print regarding the contents of the document to which it is annexed.

MÉXICO

014451 / 2016

APOSTILLE

(Convention de La Haye du 5 octobre 1961)

SECRETARÍA DE GOBERNACIÓN

1. País (country/pays): México

El presente documento público
(This public document / Le présent acte public)

2. ha sido firmado por: (has been signed by /a été signé par) LIC. GABRIELA OCEGUERA CERVANTES

3. quien actúa en calidad de: (acting in the capacity of / agissant en qualité de) DIRECTORA DE INSTITUCIONES PARTICULARES DE EDUCACIÓN SUPERIOR DE LA DIRECCIÓN GENERAL DE ACREDITACIÓN, INCORPORACIÓN Y REVALIDACIÓN.

4. y está revestido del sello/ timbre de: (bears the seal / stamp of/ est revêtu du sceau / timbre de) SECRETARÍA DE EDUCACIÓN PÚBLICA

Certificado
(Certied/Attesté)

5. en (at/à) CIUDAD DE MÉXICO

6. el día (the /le) 13 DE MAYO DE 2016

7. por (by / par) EL LIC. EFRAÍN TERMINEL MUÑOZ, SUBDIRECTOR DE SEGUIMIENTO DE ACUERDOS, EN AUXILIO DEL TITULAR DE LA UNIDAD DE GOBIERNO, CON FUNDAMENTO EN LOS ARTÍCULOS 10 FRACCIÓN I Y 11 ÚLTIMO PÁRRAFO DEL REGLAMENTO INTERIOR DE LA SECRETARÍA DE GOBERNACIÓN.

8. No. (N°/sous n°) 1 / 13670 / 2016

9. Sello/ timbre (seal/stamp / sceau/timbre)

10. Firma (signature)

Tipo de Documento: CERTIFICADO DE ESTUDIOS
(Type of document / Type d'acte)

Nombre del Titular:
(Name of holder of document / Nom du titulaire)

La presente Apostilla sólo certifica la firma, la capacidad del signatario y el sello o el timbre que ostenta. La Apostilla no certifica el contenido del documento para el cual se expidió.

This Apostille only certifies the signature, the capacity of the signer and the seal or stamp it bears. It does not certify the content of the document for which it was issued.

Cette Apostille ne certifie que la signature, la qualité en laquelle le signataire de l'acte a agi, et le sceau ou le timbre dont cet acte est revêtu. Elle ne certifie pas le contenu du document pour lequel elle a été émise.

La autenticidad de esta Apostilla y su firma electrónica puede ser verificada en:
The authenticity of this Apostille and its electronic signature may be verified at:
L'authenticité de cette Apostille et de sa signature électronique peut être vérifiée sur:
www.dicoppu.gobernacion.gob.mx/registro

Código: (code)

The Apostille only certifies the signature, the capacity of the signer and the seal or stamp it bears. It does not certify the content of the document for which it was issued.

Example 13: An Apostille Issued by the Ministry of Education in the Ukraine (Ukraine) – 1 page

This apostille is attached to a student's Bachelor Diploma, which had been submitted to and verified by the Information and Image Center of the Ministry of Education and Science in the Ukraine. For this reason, unlike the educational documents attached to the apostilles in the two previous examples, the issuance of this apostille should be regarded as an indication of the authenticity of this record. This apostille can also be checked and verified online. (Image and Information Center, 2018).

APOSTILLE * АПОСТИЛЬ
(Convention de La Haye du 5 octobre 1961
Гаазька Конвенція від 5 жовтня 1961 року)

1. Україна
Цей офіційний документ
2. підписаний *Губерський Л. В.*
3. у якості *ректор*

4. містить проставлену печатку/штамп: *Київський національний університет імені Тараса Шевченка*

Підтверджено
5. в *м. Києві* 6. дата 20.01.2016
7. ким *Новосад Г. І., начальник управління Міністерства освіти і науки України*
8. за № *А-1469-16*
9. Печатка/штамп 10. Підпис

Апостиль проставлений на документі, зареєстрованому під № 47437469 від 30.06.2014 р.
Даний апостиль засвідчує: автентичність документа; справжність підпису та якість, в якій виступала особа, що підписала освітній документ і, у відповідному випадку, відбиток печатки або штампа, яким скріплений офіційний документ.
Апостиль не підтверджує зміст документа, на якому він проставлений.
Перевірка апостиля: http://enic.in.ua/index.php/ua/aporegua

AZ-481-16

A-1469-16

English Translation:

1. *Ukraine*
   This is an official document
2. *signed by: L.V. Gubersky*
3. *as rector*
4. *contains seal/stamp: Kyiv National University named after Taras Shevchenko*
   Confirmed
5. *in the city of: Kyiv*
6. *date: 20.01.2016*
7. *by whom: G.I. Novosad, head of the Ministry of Education and Science of Ukraine*
8. *for: № A-1469-16*
9. *seal/stamp*
10. *signature*

V. Structure and Types of Academic Records

It is also helpful to explore different types of assessments and how they impact the information that is presented and the corresponding structure of the documents. Americans are most familiar with **term-by-term assessments**, and this typically yields **transcripts** that record the subjects term-by-term or year-by-year, covering the entire duration of study. In countries like the US and Canada, these records of study will not only list the subjects studied and the grades received, but they will also include the degree conferral information, when the program has been completed and a qualification has been awarded, thereby serving as an all-in-one, stand-alone document. In other countries like Mexico, China, and India, however, the full university degree conferral information may not be referenced on the transcript or statement of marks. As a result, the **degree certificate** or **diploma** must also be requested as proof of the award of the qualification.

In other instances, a program of study may be validated by **final, external examinations** and the qualification is awarded on this basis instead. Secondary school credentials in many parts of the world follow this scheme. In such cases, one would not request term-by-term or year-by-year transcripts from the school, although they may be used as supplementary information. Rather, we would expect to see the final examination results. The results may be part of the **examination certificate**, serving as an all-in-one, stand-alone document. This format is found in the secondary school records from the UK and other secondary educational systems patterned after the UK. Alternatively, the results (individual subjects and grades) may be issued as a document that is separate from the examination certificate or diploma. This model is commonly found in the secondary school records from France and other secondary education systems influenced by France.

Example 14: National Senior Certificate (South Africa) – 1 page

The National Senior Certificate marks the end of secondary education in South Africa. Not only does it serve as the Certificate, but it provides the examination results as well (subjects and grades). No additional documentation would be necessary, as this is an "all-in-one" document.

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

[redacted]

Identity number [redacted]

Subject	%	Achievement level
Afrikaans Home Language	65	5
English First Additional Language	76	6
Mathematics	51	4
Life Orientation	80	7
Civil Technology	68	5
Engineering Graphics and Design	67	5
Physical Sciences	39	2
**********	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2014

M. S. Rakometsi

Chief Executive Officer

[redacted]

This certificate is issued without alterations or erasure of any kind

UMALUSI

Council for Quality Assurance in General and Further Education and Training South Africa

[redacted]

(See reverse for more information)

19632

Example 15: University-Issued Transcript (South Korea) – 1 page

This transcript provides a breakdown of the subjects studied and corresponding credits and grades. Additionally, it lists the full name of the degree earned as well as the graduation date. As such, the degree certificate would not be necessary for submission.

연 세 대 학 교
120-749 서울시 서대문구 연세로 50
Tel : (02)2123-2114
http://www.yonsei.ac.kr

YONSEI UNIVERSITY
50 Yonsei-ro, Seodaemun-gu,
Seoul 120-749, Korea
Tel : (02)2123-2114
http://www.yonsei.ac.kr

ACADEMIC TRANSCRIPT

FILE NO. :
DATE : MARCH 8, 2013

NAME IN FULL	:	COLLEGE	: COLLEGE OF BUSINESS AND ECONOMICS
STUDENT NUMBER	:	STATUS	:
DATE OF BIRTH	:	DEGREE REGISTRATION NO	:
DATE OF ADMISSION	: MARCH 2, 1999	DATE OF GRADUATION	: FEBRUARY 23, 2004
DIVISION(SCHOOL)	: DIVISION OF BUSINESS AND ECONOMICS		
DEPARTMENT	:		
MAJOR	: BUSINESS ADMINISTRATION		
INTERDISCIPLINARY MAJOR	:		
MINOR	:		
DEGREE	: BACHELOR OF BUSINESS ADMINISTRATION		

TITLE OF COURSE	CREDITS	GRADE
2 TERMS TOTAL 35 CREDITS		
1ST SEMESTER , 1999		
PRINCIPLES OF ECONOMICS(1)	3	B0
MODERN WORLD & CHRISTIANITY	3	A0
CHAPEL(3)	0	P
STATISTICS (1)	3	B+
PRODUCTION & OPERATIONS MANAGEMENT	3	A0
MARKETING	3	A0
ATTEMPTED: 15 PASSED: 15 GPA: 3.66		
SUMMER SESSION , 1999		
PSYCH. UNDERSTANDING OF HUMAN BEHAV	3	B+
THE WORLD OF WORK & PSYCHOLOGY	3	A+
ATTEMPTED: 6 PASSED: 6		
2ND SEMESTER , 1999		
CHAPEL	0	P
WRITING & LIFE	2	A+
SPANISH I	3	A−
ACCOUNTING PRINCIPLES	3	B0
PRINCIPLES OF ECONOMICS(2)	3	A0
STATISTICS (2)	3	B0
FINANCIAL MANAGEMENT	3	B0
ADVANCED READINGS IN ENGLISH	3	A0
ATTEMPTED: 20 PASSED: 20 GPA: 3.53		
1ST SEMESTER , 2000		
CHAPEL(3)	0	P
SPANISH II	3	B+
MICROECONOMICS	3	C+
MANAGEMENT ACCOUNTING	3	C+
CORPORATE FINANCE	3	C0
HUMAN RESOURCE MANAGEMENT	3	B+
INTERMEDIARY ACCOUNTING(1)	3	D0
ATTEMPTED: 18 PASSED: 18 GPA: 2.36		
2ND SEMESTER , 2000		
INTERNATIONAL MANAGEMENT	3	C+
INTERNATIONAL MARETING	3	C+
INTERMEDIARY ACCOUNTING(2)	3	C0
INTRODUCTION TO INFORMATION SYSTEMS	3	A+
COGNITIVE SCIENCE	3	A+
FOLK DANCE	1	B0
ATTEMPTED: 16 PASSED: 16 GPA: 3.03		
1ST SEMESTER , 2003		
DANCE SPORTS	1	B+
TECHNOLOGY MANAGEMENT	3	B0
NEW PRODUCT MARKETING	3	A+
STRATEGIC MANAGEMENT	3	B+
RELATIONSHIP MARKETING	3	C+
ELECTRONIC COMMERCE	3	B−
NEGOTIATIONS	3	A+
ATTEMPTED: 19 PASSED: 19 GPA: 3.31		
2ND SEMESTER , 2003		
INTERNATIONAL FINANCE MARKETS*	3	C+
MARKETING RESEARCH	3	C+
ADVERTISING	3	C−
CONSUMER BEHAVIOR ANALYSIS	3	C0
E. COMMERCE & INFORMATION INDUSTRIE	3	A+
ATTEMPTED: 15 PASSED: 15 GPA: 2.52		
TOTAL ATTEMPTED : 144		
TOTAL PASSED : 144		
CUMULATIVE GPA : 3.08 / 4.30		

* : English-only class

*** END OF RECORD ***

*REMARKS

1. HOURS-PER-WEEK:
   ONE HOUR OF CLASS WORK PER WEEK FOR 1 SEMESTER COUNTS FOR 1 CREDIT. TWO OR MORE HOURS OF LABORATORY WORK PER WEEK FOR 1 SEMESTER COUNTS FOR 1 CREDIT.
2. WEEKS-PER-YEAR:
   ONE ACADEMIC YEAR CONSISTS OF TWO 16-WEEK SEMESTERS.
3. GRADING SYSTEM:
   BEFORE 1961 :A=100-90, B=89-80, C=79-70, D=69-60, F=59-0
   1961 ~ 1986 :A=4, B=3, C=2, D=1, F=0
   SINCE 1987 :A0=4.3, A−=4.0, A+=3.7, B0=3.3, B−=3.0, B+=2.7
   C0=2.3, C−=2.0, C+=1.7, D0=1.3, D−=1.0, D+=0.7, F=0

P: PASS, W: WITHDRAWAL, NP: NON-PASS

IN KWON CHUNG, Ph.D.
VICE PRESIDENT FOR ACADEMIC AFFAIRS

NOTE : COPIES OF THIS DOCUMENT ARE NOT OFFICIAL UNLESS THEY CARRY THE SIGNATURE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS.

이 증명서는 복사하여 사용할 수 없습니다. (Unauthorized copies of this document are not official.)

Example 16: University-Issued Transcript (China) – 1 page

University transcripts in China do not regularly provide the degree information, particularly with regard to the name of the qualification or the date of the award. For this reason, it is necessary to request the degree certificate as official proof of the conferral of the degree.[9]

浙江科技学院
ZHEJIANG UNIVERSITY OF SCIENCE & TECHNOLOGY

浙 江 科 技 学 院 学 生 成 绩 单

Zhejiang University of Science & Technology Transcript of Student's Academic Record

Department: School of Information and Electronic Engineering
Major: Software Engineering
Name: [redacted]
Student Number: [redacted]
Gender: Female Length of schooling: Four years

Course	Type	Score	Credit	Point
2011-2012 Fall Term				
Induction of university life	CP	P	1.0	3.5
College English Level A1	CP	90	4.0	4.0
Basic Garment Technology	CP	83	3.0	3.3
Advanced Mathematics Level D	CP	84	4.0	3.4
Military Theory and Training	CP	97	3.0	4.7
Design Representation Skill	CP	91	3.0	4.1
Introduction to the Fashion Industry	CP	92	1.5	4.2
Situation and Policy 1	CP	P	0.5	3.5
Physical Education1	CP	84	1.0	3.4
The Essentials of Modern and Contemporary History of China	CP	83	2.0	3.3
Guided Reading the Analects of Confucius	GE	88	2.0	3.8
Computer Applications	GE	86	1.5	3.6
2011-2012 Spring Term				
College English Level A2	CP	82	4.0	3.2
Advanced Mathematics Level B2	CP	91	3.0	4.1
Discrete mathematics	CP	87	4.0	3.7
Object-Oriented Programming(C++)	CP	83	3.0	3.3
Linear Algebra Level A	CP	82	2.5	3.2
Situation and Policy 2	CP	P	0.5	3.5
Physical Education2	CP	70	1.0	2.0
career planning and guidance for college students	GE	88	3.0	3.8
Analysis of financial investment	GE	C	2.0	2.5
Demeanour of the gentleman in Pre-Qin Period	GE	92	2.0	4.2
2012-2013 Fall Term				
Course Design of Java Programming	CP	C	2.0	2.5
Java Programming	CP	81	4.0	3.1
Fundamentals of Programming (C Language)	CP	97	3.0	4.7
Experiments in Fundamentals of Programming(C Language)	CP	A	1.0	4.5
Probability Theory and Mathematical Statistics Level A	CP	82	3.0	3.2
Introduction to Mao Zedong's Thought and Theoretical System of Socialism with Chinese Characteristics	CP	89	4.0	3.9
Physical Education1	CP	87	1.0	3.7
Data structure	CP	89	4.0	3.9
Digital Logical	CP	87	4.0	3.7
Morality Cultivation and General knowledge of Law	CP	87	3.0	3.7
Foundation of Information Technology	CP	B	2.5	3.5
Situation and Policy 3	CP	P	0.5	3.5
Characteristic design and implementation for individual website	GE	P	1.0	3.5
Wisdom of Western Philosophy	GE	93	2.0	4.3
English Interpretation	GE	82	2.0	3.2
2012-2013 Spring Term				
Operating system principle	CP	88	4.0	3.8
Computer Organization	CP	87	3.5	3.7
Metalworking Practice B	CP	B	2.0	3.5
Introduction to Fundamental Principles of Marxism	CP	72	3.0	2.2
Physical Education2	CP	88	1.0	3.8
Cognition Practice	CP	A	1.0	4.5
Software Engineering	CP	83	3.0	3.3
Principle of Database System	CP	81	3.0	3.1
Principles of Database System	CP	C	1.0	2.5
Ideological Social Practice	CP	B	2.0	3.5
Situation and Policy 4	CP	P	0.5	3.5
College English Level A4	GE	83	4.0	3.3
2013-2014 Fall Term				
Course Design of Web Groupware Development	CP	B	2.0	3.5
Health Training	CP	78	0.5	2.8
C# Programming	SE	88	3.0	3.8
The Design and Development of Database Application System Based on Oracle	SE	91	3.0	4.1
Web Groupware Development	SE	81	4.0	3.1
Computer Network	SE	92	3.5	4.2
Introduction to Information System	SE	88	2.0	3.8
2013-2014 Spring Term				
Software Test	CP	87	3.0	3.7
Software architecture	CP	78	3.0	2.8
.NET Technology Platform	SE	B	3.0	3.5
Introduction to E-Commerce	SE	C	2.0	2.5
Enterprise Level Development Technology Based on J2EE	SE	84	4.0	3.4
Network Communication Programming	SE	98	2.5	4.8
Comprehensive Course Design of Information Management System	SE	B	3.0	3.5
2014-2015 Fall Term				
Technology Practice	CP	A	10.0	4.5
Health Training	CP	87	0.5	3.7
Software Project Management and Case Study	SE	82	3.0	3.2
2014-2015 Spring Term				
Graduate Project (Thesis)	CP	B	16.0	3.5
Graduates Career Guidance Career Guidance for Graduates	CP	P	1.0	3.5
Extracurricular Teaching Credits				
Scientific Practice			2.0	
Other Tests Score				
College English Test 6			483	
College English Test 4			519	

General Report

CP credits: 135.0
SE credits: 0.0
GE Credits: 52.5
Total credits: 187.5
Overall GPA: 3.61

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Page 1 of 1

教务处长签字
Director's Signature

教务处盖章
Office of Educational Administration Stamp

日期
Date
11 January 2016

9 See Section XI: Country Samples – China to find out more about their graduation and degree certificates.

VI. Diploma Supplements

In addition to transcripts and degree certificates, certain parts of the world also issue a supplementary document that explains the qualification within the context of that country's educational system. The most common is the **Diploma Supplement**, which was introduced as a recognition tool in the Bologna Process, a higher education reform that was launched across Europe, starting in 1999. The movement promotes the harmonization of the higher educational systems of its member countries,[10] leading to a 3-cycle postsecondary degree structure (e.g., Bachelor-Master-Doctor).

The concept of the Diploma Supplement originated from UNESCO in 1979 and was then developed jointly by the European Commission, Council of Europe and UNESCO. To help facilitate recognition across borders, the Diploma Supplement would accompany all records of study for completed higher education degree programs. In a standardized, easily understandable format, it would cover 8 sections of information relating to:

I. The student
II. The qualification
III. The level of the qualification (including entry requirements and length of program)
IV. The content of the program (including assessments and results)
V. The function of the qualification (including the professional status, if applicable)
VI. Any additional details
VII. Certification of the Diploma Supplement (including date, signature and seal)
VIII. The national educational system

(Europe Unit, 2006).

The Diploma Supplement was created as a supporting record and is not intended to replace the degree certificate. The goal was to have the Diploma Supplement available to all graduating students from 2005 onward, at no additional cost and in a major European language. However, the results from a 2013/14 Bologna follow-up group questionnaire revealed that only 28 out of the 49 member states at that time issued the Diploma Supplement (Erasmus+ Project, 2014).[11] A subsequent 2018 study reports that the Diploma Supplement is now issued in 44 countries; however, the offerings and availability are not consistent, even within a member state (European Commission, EACEA and Eurydice, 2018).

10 To view the current list of signatory countries, see www.ehea.info/pid34250/members.html.

11 Also note that, at times, Diploma Supplements may be issued for short-cycle vocationally-oriented qualifications (European Commission, EACEA and Eurydice, 2018) or "retroactively" for pre-Bologna qualifications. As such, the information contained therein may be misleading.

Example 17: Diploma Supplement (Czech Republic) – 4 pages

The diploma supplement below is issued by Palacký University Olomouc in the Czech Republic. This particular one comes in a bilingual format, covering the 8 prescribed sections. Note too that western European countries will almost always make a diploma supplement available in English.

Univerzita Palackého v Olomouci

DIPLOMA SUPPLEMENT / DODATEK K DIPLOMU

Diploma No / Diplom č.: [illegible]

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO / CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

Tento dodatek k diplomu odpovídá modelu vytvořenému Evropskou komisí, Radou Evropy a organizacemi UNESCO / CEPES. Účelem dodatku je poskytnout odpovídající nezávislé údaje, které přispějí ke zlepšení mezinárodní „průhlednosti" a spravedlivosti akademického a profesního uznávání kvalifikací (diplomů, titulů, osvědčení atd.). Dodatek je určen pro popis podstaty, obsahu, úrovně a postavení studií, která byla uskutečněna a úspěšně dokončena držitelem kvalifikace, ke které je tento dodatek připojen. Dodatek nemá obsahovat žádná ocenění, prohlášení o rovnocennosti nebo doporučení k uznání. Je třeba, aby všech osm částí dodatku bylo vyplněno. Tam, kde informace poskytnuty nebudou, mělo by být uvedeno vysvětlení proč.

1. Information identifying the holder of qualification / Informace o totožnosti držitelky kvalifikace

1.1 Family name(s) / Příjmení: [illegible]
1.2 First name(s) / Křestní jméno (jména): [illegible]
1.3 Date of birth (day/month/year) / Datum narození: [illegible]
Place of birth / Místo narození: [illegible]
1.4 Student identification number / Identifikační číslo studenta: [illegible]

2. Information identifying the qualification / Informace o druhu kvalifikace

2.1 Name of the qualification / Název kvalifikace: *bakalář* Title conferred / Udělený titul: *Bc.*
2.2 Main field of study for the qualification / Hlavní studijní obor v rámci kvalifikace:
Philology / Filologie,
English for Translators and Interpreters / Angličtina se zaměřením na komunitní tlumočení a překlad
2.3 Name and status of awarding institution / Název a postavení udělující instituce:
Univerzita Palackého v Olomouci, Public Higher Education Institution / Veřejná vysoká škola
2.4 Name and status of institution administering studies / Název a postavení instituce zajišťující studium:
Univerzita Palackého v Olomouci, Public Higher Education Institution / Veřejná vysoká škola
2.5 Language(s) of instruction / examination / Jazyk(y) studia / zkoušek: *Czech / Čeština*

3. Information on the level of the qualification / Informace o úrovni kvalifikace

3.1 Level of qualification / Úroveň kvalifikace:
Higher education / Vysokoškolské vzdělání, Bachelor study programme / Bakalářské studium
3.2 Official length of programme / Standardní délka programu: *semesters / semestrů: 6*
3.3 Access requirements / Požadavky na přístup ke studiu: *Secondary school leaving certificate / Maturitní vysvědčení*

4. Information on the contents and results gained / Informace o obsahu a dosažených výsledcích

4.1 Mode of study / Forma studia: *Full-time / Prezenční*
4.2 Programme requirements / Požadavky v rámci programu:
180 ECTS, Bachelor Thesis, Final State Examination / 180 ECTS kreditů, Bakalářská práce, Státní závěrečná zkouška
4.3 Programme details and the individual grades/credits obtained / Podrobné údaje o programu a jednotlivých dosažených hodnoceních/kreditech:

Code Kód předmětu	Subject / Název předmětu	ECTS Kredity	Grade Známka	Date Datum
KAA/INM1	Theory and Methodology of Interpretation / Teorie a metodika tlumočení	4	D	14.12.2011
KAA/IN01	Intrepreting Seminar 1 / Tlumočnický seminář 1	3	R	15.12.2011
KRF/FOMP1	French Language for Other Fields of Study - Pre-Intermediate 1 / Francouzština pro ostatní obory - mírně pokročilí 1	2	R	20.12.2011
KAA/BS01	British Studies 1 / British Studies 1	4	E	03.01.2012
KAA/AGR1	English Grammar 1 / Anglická gramatika 1	3	R	06.01.2012
KAA/TR01	Translation Seminar 1 / Překladatelský seminář 1	3	R	10.01.2012
KAA/IT01	Information Technology 1 / Informační technologie 1	3	R	10.01.2012
KAA/UJ00	Introduction to the Study of English / Úvod do studia jazyka	4	B	19.01.2012
KAA/IT02	Information Technology 2 / Informační technologie 2	3	R	09.05.2012
KAA/ČJTR	Czech for Translators / Čeština pro překladatele	3	R	10.05.2012
KAA/TR02	Translation Seminar 2 / Překladatelský seminář 2	3	R	11.05.2012

DIPLOMA SUPPLEMENT Name: [redacted] Diploma No: [redacted]

Code Kód předmětu	Subject / Název předmětu	ECTS Kredity	Grade Známka	Date Datum
KAA/TRC1	Computer Aided Translation 1 / Počítačem podporovaný překlad 1	3	R	14.05.2012
KAA/TERM	Terminology / Terminologie	3	R	15.05.2012
KRF/FOMP2	French Language for Other Fields of Study - Pre-Intermediate 2 / Francouzština pro ostatní obory - mírně pokročilí 2	2	B	15.05.2012
KAA/JCB2	Comprehensive Exam B2 / Souborná jazyková zkouška B2	2	C	17.05.2012
KAA/BS03	British Studies / British Studies 3	4	C	23.05.2012
KAA/TRM1	Translation Theory and Methods 1 / Teorie a metodika překladu	4	E	04.06.2012
KAA/JC01	English Language 1 / Jazykové cvičení 1	2	R	04.06.2012
KAA/IN02	Intrepreting Seminar 2 / Tlumočnický seminář 2	3	R	04.06.2012
KAA/JC02	English Language 2 / Jazykové cvičení 1	2	R	05.06.2012
KRF/FOPO1	French Language for Other Fields of Study - Advanced 1 / Francouzština pro ostatní obory - pokročilí 1	2	R	10.12.2012
KAA/JC03	English Language 3 / Jazykové cvičení 3	2	R	13.12.2012
KAA/JC04	English Language 4 / Jazykové cvičení 4	2	R	14.12.2012
KAA/AGR2	English Grammar 2 / English Grammar 2	3	R	10.01.2013
KDU/DSF1	Film History 1 / Dějiny světového filmu 1	3	E	19.01.2013
KGN/4SE1	Swedish 1 / Švédština 1 - gramatika	2	C	28.01.2013
KAA/IN03	Intrepreting Seminar 3 / Tlumočnický seminář 3	3	R	30.01.2013
KAA/TR03	Translation Seminar 3 / Překladatelský seminář 3	3	R	01.02.2013
KAA/LGRS1	Linguistic Research Seminar / Linguistic Research Seminar	3	R	23.04.2013
KAA/TRM2	Translation Theory and Methods 2 / Teorie a metodika překladu 2	4	E	09.05.2013
KRF/FOPO2	French Language for Other Fields of Study - Advanced 2 / Francouzština pro ostatní obory - pokročilí 2	2	C	09.05.2013
KAA/IN04	Intrepreting Seminar 4 / Tlumočnický seminář 4	3	R	13.05.2013
KAA/UL00	Introduction to the Study of Literature / Úvod do literatury	4	D	13.05.2013
KGN/4SE2	Swedish 2 / Švédština 2 - gramatika	2	A	14.05.2013
KAA/ESP4	The International Business World IV / ESP IV: Commercial Corespondence	3	R	15.05.2013
KAA/TR04	Translation Seminar 4 / Překladatelský seminář 4	3	R	15.05.2013
KAA/INM2	Theory and Methodology of Interpretation 2 / Teorie a metodika tlumočení 2	4	E	23.05.2013
KAA/PTR1	Translation Hands-On Training 1 / Překladatelská praxe 1	3	R	28.05.2013
KAA/7C29	Corpus based research / Corpus based research	3	R	30.08.2013
KAA/TR05	Translation Seminar 5 / Překladatelský seminář 5	3	R	17.12.2013
KAA/IN05	Intrepreting Seminar 5 / Tlumočnický seminář 5	3	R	17.12.2013
KAA/AS02	American Studies / American Studies	4	C	07.01.2014
KAA/JC05	English Language 5 / Jazykové cvičení 5	2	R	08.01.2014
KAA/JCC1	Comprehensive Exam C1 / Souborná jazyková zkouška C1	2	D	23.01.2014
KAA/LEGE	Legal English / English for Business and Law 1	3	R	19.03.2014
KAA/ESP2	ESP II: Business English 2 / The International Business World 2	3	R	28.03.2014
KAA/IN06	Intrepreting Seminar 6 / Tlumočnický seminář 6	4	C	25.04.2014
KAA/TRC2	Computer Aided Translation 2 / Počítačem podporovaný překlad 2	4	B	02.05.2014
KAJ/FICL	Film Club / Filmový klub	2	R	05.05.2014
KAA/FOAN	English Phonetics / Fonetika angličtiny	3	R	21.05.2014
KAA/TR06	Translation Seminar 6 / Překladatelský seminář 6	4	A	22.05.2014
KAA/BAD1	Diploma Seminar / Diplomový seminář 1	4	R	20.06.2014
KAA/PIN1	Interpreting Hands-On Training 1 / Tlumočnická praxe 1	3	R	03.09.2014
KAA/BAD3	Diploma Seminar 3 / Diploma Seminar 2	10	R	05.05.2015
KAA/PIN2	Interpreting Hands-On Training 2 / Tlumočnická praxe 2	3	R	05.05.2015
KAA/PTR2	Translation Hands-On Training 2 / Překladatelská praxe 2	3	R	05.05.2015
KAA/BAD2	Diploma Seminar 2 / Diploma Seminarř 2	6	R	06.05.2015
	Total number of ECTS / Celkový počet ECTS kreditů	**180**		

Final State Examination / Státní závěrečná zkouška	Date Datum	Grade Známka
Interpreting from English / Překlad z anglického jazyka	09.06.2015	E
Interpreting from English / Tlumočení z anglického jazyka	09.06.2015	D

Bachelor Thesis / Bakalářská práce	Date Datum	Grade Známka
Criteria of Quality Assessment in Interpreting Criteria of Quality Assessment in Interpreting	07.06.2016	D

4.4 Grading scheme and grade distribution guidance / Klasifikační stupnice a vysvětlení jejího významu:

DIPLOMA SUPPLEMENT Name: [redacted] Diploma No: [redacted]

Grade Známka	Verbal classification Slovní hodnocení
A	Excellent / výborně
B	Excellent minus / výborně minus
C	Very good / velmi dobře
D	Very good minus / velmi dobře minus
E	Good / dobře
F	Unsatisfactory / nevyhověl

Grading distribution within the study programme: / Rozdělení známek za studijní program:

A	B	C	D	E	F
22%	22%	24%	17%	15%	23%

100% of successfull students / Úspěšní studenti — Failed / neúspěšní

All enrolled students / Všichni zapsaní studenti

Grade Známka	Verbal classification Slovní hodnocení
1	Excellent / výborně
2	Very good / velmi dobře
3	Good / dobře
4	Unsatisfactory (Fail) / nevyhověl

Grading distribution within the study programme: / Rozdělení známek za studijní program:

1	2	3	4
40%	36%	25%	Failed

100% of successfull students / Úspěšní studenti — 18%

All enrolled students / Všichni studenti

R	Satisfactory completion of course, no grade / Předmět splněn
P	Exam was passed in previous study / Uznaný předmět

4.5 Overall classification of the qualification / Celková klasifikace kvalifikace: *Graduated / Absolvovala*

Grading scheme of the qualification / Stupnice pro klasifikaci kvalifikace:

Graduated with honours / Absolvoval s vyznamenáním	Graduated / Absolvoval	Did not graduate / Neabsolvoval

5. Information on the function of the qualification / Informace o funkci kvalifikace

5.1 Access to further study / Přístup k dalšímu studiu: *Master study programme / Magisterský studijní program*

5.2 Professional status / Profesní postavení: *Bachelor / bakalář*

6. Additional information / Doplňkové informace

6.1 Additional information / Doplňkové informace: —

6.2 Further information sources / Další informační zdroje:
http://www.upol.cz, http://www.msmt.cz, http://www.uiv.cz

7. Certification of supplement / Potvrzení dodatku

7.1 Date / Datum: *07.06.2016*

7.2 Signature / Podpis: *prof. PhDr. Jiří Lach, Ph.D., M.A.*

7.3 Capacity / Funkce: *Dean of Faculty of Arts*
děkan Filozofické fakulty

7.4 Official stamp or seal / Oficiální razítko nebo pečeť:

UNIVERZITA PALACKÉHO V OLOMOUCI
7

8. Information on the national higher educational system / Informace o národním vysokoškolském systému

Higher Education System in the Czech Republic

Higher education institutions form the highest level of Czech education. They offer accredited study programmes at three levels – Bachelor's, Master's, and doctoral, as well as lifelong learning. Higher education institutions are either university-type or non-university-type.

University-type higher education institutions may offer all types of degree programmes (Bachelor's, Master's and doctoral) and carry out associated scholarly, research, developmental, artistic or other creative activities. Non-university-type higher education institutions offer mainly Bachelor's degree programmes, but may also provide Master's degree programmes and carry out associated scholarly, research, developmental, artistic or other creative activities.

There are public, state and private higher education institutions. The public and private higher education institutions come under the responsibility of the Ministry of Education, Youth and Sports, while state institutions (the University of Defence and the Police Academy of the Czech Republic) are under the reponsibility of the Ministry of Defence and the Ministry of the Interior. The complete list of higher education institutions is available at: http://www.msmt.cz/files/htm/Vswwwser1.htm or www.csvs.cz.

Higher education is realised within the framework of accredited degree programmes in acordance with their curricula and given mode of studies. The mode of study may be on-site, distance or a combination of both. Admission to a Bachelor's or long-cycle Master's degree programme is conditional on the completion of a secondary education with a "maturita" examination. Admission to a Master's degree programme is conditional on graduating from a Bachelor's degree programme, while admission to a doctoral degree programme is conditional on graduating from a Master's degree programme.

Higher education institutions and faculties are free to specify additional conditions for admission to studies that relate to specific knowledge, abilities, talent etc.

Higher Education Qualifications

The qualification structure recognises Bachelor's, Master's and doctoral levels.

A Bachelor's degree programme ("bakalářský studijní program") aims at providing qualifications for entering a profession or a Master's degree programme. It takes from 3 to 4 years (180 – 240 ETCS credits). Graduates receive the academic degree "bakalář umění" (BcA. – Bachelor of Fine Arts) in the field of arts, and "bakalář" (Bc. – Bachelor) in other fields. The degree programme must be completed in due form with a final state examination, which usually includes the presentation and defence of a Bachelor's thesis.

A Master's degree programme ("magisterský studijní program") follows a Bachelor's degree programme. The length is 1 – 3 years (60 – 180 ECTS credits). In selected fields, where the nature of the degree programme so requires, a Master's degree programme need not follow on from a Bachelor's programme. In this case, the programme lasts 4 – 6 years (240 – 360 ECTS credits). Graduates in a Master's degree programme must take a final state examination and publicly present and defend a Master's thesis. Studies in the fields of medicine, veterinary medicine and hygiene are completed by passing an advanced Master's ("rigorózní") state examination including the presentation and defence of an advanced Master's ("rigorózní") thesis.

The studies in a Master's programme lead to the following academic degrees:

- "inženýr" (Ing.) – Engineer, in the area of economics, technical sciences and technologies, agriculture and forestry and in military fields of study;
- "inženýr" architekt (Ing.arch.) – Engineer Architect, in the field of architecture;
- "doktor medicíny" (MUDr.) – Doctor of Medicine, in the field of medicine;
- "doktor zubního lékařství" (MDDr.) – Doctor of Dental Medicine, in the field of dental medicine (since 2004);
- "doktor veterinární medicíny" (MVDr.) – Doctor of Veterinary Medicine, in the field of veterinary medicine and hygiene;
- "magistr umění" (MgA.) – Master of Fine Arts, in the area of fine arts;
- "magistr" (Mgr.) – Master, in other areas of study.

Courses in human medicine and veterinary medicine last 6 years. They are run by the university medical faculties and faculties of veterinary medicine.

Holders of the academic degree "magistr" are entitled to take an advanced Master's ("rigorózní") state examination in the same area of study and defend an advanced Master's ("rigorózní") thesis. If completed successfully, the following academic degrees are awarded:

- "doktor práv" (JUDr.) – Doctor of Laws, in the field of law;
- "doktor filozofie" (PhDr.) – Doctor of Philosophy, in the area of the humanities, teacher education and social sciences;
- "doktor přírodních věd" (RNDr.) – Doctor of Natural Sciences, in the field of natural sciences;
- "doktor farmacie" (PharmDr.) – Doctor of Pharmacy, in the field of pharmacy;
- "licenciát teologie" (ThLic.) – Licentiate of Theology, in the field of Catholic theology;
- "licenciát teologie" (ThLic.) – Licentiate of Theology – or "doktor teologie" (ThDr.) – Doctor of Theology, in the field of non-Catholic theology.

All above-mentioned academic titles are at Master's level and their abbreviations are written in front of the name.

The standard length of a doctoral degree programme ("doktorský studijní program") is either 3 or 4 years. Doctoral studies are completed by the state doctoral examination and the public presentation and defence of a doctoral thesis (dissertation), based on original results, which must be published. Graduates of a doctoral degree programme are awarded the academic degree of:

- "doktor" (Ph.D.) – Doctor;
- "doktor teologie" (Th.D.) – Doctor of Theology, in the field of theology.

The abbreviations of these academic titles are written after the name.

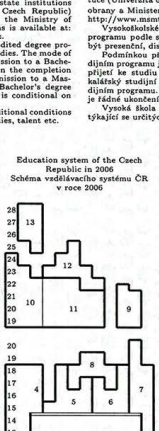
Academic year

Studies are divided chiefly into semesters, years or blocks. Each semester, year or block consists of a teaching period, an examination period and a vacation period. The length of the academic year is twelve calendar months; the Rector decides on the date when the academic year begins.

Credit system

The ECTS credit system is used at most higher education institutions.

Education system of the Czech Republic in 2006
Schéma vzdělávacího systému ČR v roce 2006



1. Nursery school / Mateřská škola

Basic school / Základní škola

2. Primary level / První stupeň
3. Secondary level / Druhý stupeň
4. Gymnasia / Gymnázia
5. Secondary vocational schools
   Střední odborná učiliště
6. Secondary technical schools
   Střední odborné školy
7. Conservatoires / Konzervatoře
8. Follow-up courses
   Nástavbové studium
9. Tertiary professional schools
   Vyšší odborné školy

Higher education / Vysoké školy

10. Master studies
    Magisterské studium
11. Bachelor studies
    Bakalářské studium
12. Master studies
    Magisterské studium navazující
13. Doctoral studies
    Doktorské studium

Vysokoškolský vzdělávací systém v České republice

Vysoké školy představují nejvyšší úroveň vzdělávacího systému v České republice. Nabízejí akreditované studijní programy tří typů – bakalářské, magisterské a doktorské a také celoživotní vzdělávání. Vysoké školy jsou univerzitního a neuniverzitního typu.

Vysoká škola univerzitní může uskutečňovat všechny typy studijních programů a v souvislosti s tím vědeckou a výzkumnou, vývojovou, uměleckou nebo další tvůrčí činnost. Vysoká škola neuniverzitní uskutečňuje bakalářské studijní programy a může též uskutečňovat magisterské studijní programy a v souvislosti s tím výzkumnou, vývojovou, uměleckou nebo další tvůrčí činnost.

Vysoké školy jsou veřejné, státní a soukromé. Veřejné a soukromé vysoké školy spadají do působnosti Ministerstva školství mládeže a tělovýchovy, státní instituce (Universita obrany a Policejní akademie) spadají do působnosti Ministerstva obrany a Ministerstva vnitra. Úplné seznamy vysokých škol jsou k dispozici na: http://www.msmt.cz/files/htm/Vswwwser1.htm nebo www.csvs.cz

Vysokoškolské vzdělání se získává studiem v rámci akreditovaného studijního programu podle studijního plánu stanovenou formou studia. Forma studia může být prezenční, distanční nebo jejich kombinace.

Podmínkou přijetí ke studiu v bakalářském a „dlouhém" magisterském studijním programu je dosažení středního vzdělání s maturitní zkouškou. Podmínkou přijetí ke studiu v magisterském studijním programu, který navazuje na bakalářský studijní program, je rovněž řádné ukončení studia v bakalářském studijním programu. Podmínkou přijetí ke studiu v doktorském studijním programu je řádné ukončení studia v magisterském studijním programu.

Vysoká škola nebo fakulta může stanovit další podmínky přijetí ke studiu týkající se určitých znalostí, schopností nebo nadání apod.

Vysokoškolské kvalifikace

Kvalifikační struktura rozlišuje tři stupně vzdělání – bakalářský, magisterský a doktorský.

Bakalářský studijní program je zaměřen na přípravu k výkonu povolání nebo ke studiu magisterského studijního programu. Standardní doba studia je 3 až 4 roky (180 – 240 ECTS kreditů). Absolventi v oblasti umění získají akademický titul „bakalář umění" (BcA.) a „bakalář" (Bc.) v ostatních oblastech. Studium se řádně ukončuje státní závěrečnou zkouškou, jejíž součástí je zpravidla obhajoba bakalářské práce.

Magisterský studijní program navazuje na bakalářský studijní program. Standardní doba studia je 1 až 3 roky (60 – 180 ECTS kreditů). V případech, kdy to vyžaduje charakter studijního programu, může být udělena akreditace magisterskému studijnímu programu, který nenavazuje na bakalářský studijní program. Standardní doba studia je potom 4 až 6 let (240 – 360 ECTS kreditů). Studium v magisterském studijním programu se řádně ukončuje státní závěrečnou zkouškou, jejíž součástí je obhajoba diplomové práce. V oblasti lékařství, zubního lékařství a veterinárního lékařství a hygieny se studium řádně ukončuje státní rigorózní zkouškou.

Absolventům se udělují tyto akademické tituly:

- „inženýr" (Ing.) v oblasti ekonomie, technických věd a technologií, zemědělství, lesnictví a vojenství;
- „inženýr architekt" (Ing.arch.) v oblasti architektury;
- „doktor medicíny" (MUDr.) v oblasti lékařství;
- „doktor zubního lékařství" (MDDr.) v oblasti zubního lékařství;
- „doktor veterinární medicíny" (MVDr.) v oblasti veterinárního lékařství a hygieny;
- „magistr umění" (MgA.) v oblasti umění;
- „magistr" (Mgr.) v ostatních oblastech.

Absolventi magisterských studijních programů, kteří získali akademický titul „magistr", mohou vykonat v téže oblasti studia státní rigorózní zkoušku, jejíž součástí je obhajoba rigorózní práce. Po jejím vykonání se udělují tyto akademické tituly:

- „doktor práv" (JUDr.) v oblasti práva;
- „doktor filozofie" (PhDr.) v oblasti humanitních, pedagogických a společenských věd;
- „doktor přírodních věd" (RNDr.) v oblasti přírodních věd;
- „doktor farmacie" (PharmDr.) v oblasti farmacie;
- „licenciát teologie" (ThLic.) nebo „doktor teologie" (ThDr.) v oblasti teologie, pro oblast katolické teologie „licenciát teologie".

Všechny dosud zmíněné zkratky titulů se uvádějí před jménem.

Standardní doba doktorského studijního programu je tři až čtyři roky. Doktorské studium se řádně ukončuje státní doktorskou zkouškou a obhajobou disertační práce. Absolventům doktorského studijního programu se přiznává akademický titul:

- „doktor" (Ph.D.);
- „doktor teologie" (Th.D.) v oblasti teologie.

Zkratky těchto titulů se uvádějí za jménem.

Akademický rok

Studium je členěno zejména na semestry, ročníky nebo bloky. Každý semestr, ročník nebo blok sestává z období výuky a zkoušek a z období prázdnin. Akademický rok trvá 12 kalendářních měsíců; jeho začátek stanoví rektor.

Kreditní systém

Kreditní systém (ECTS nebo srovnatelný systém) je užíván většinou vysokých škol.

The United Kingdom, a signatory of the Bologna Declaration, also developed a similar document alongside the Diploma Supplement. Known as **HEAR**, or the **Higher Education Achievement Report**, it incorporates all the features of the Diploma Supplement, including the 8 known sections of information. However, the HEAR can also include additional details, such as awards, prizes and extra-curricular achievements. A trial was launched with 18 higher education institutions in 2008, following a government report known as the Burgess Report. The project widened in 2010 with an additional 12 schools and was then more fully implemented in 2012-13, with approximately 90 institutions now participating. While the HEAR is not compulsory, it is encouraged and recommended (Universities UK, 2012 and Universities UK, 2018).

The format and delivery of the HEAR will depend on the school. While some issue the HEAR as a physical document through their student records systems, it is most commonly issued as a digital record through the use of a third-party provider, such as Gradintelligence. In such cases, a link can be emailed to the employer or school, and then the HEAR can be viewed, downloaded, and printed. Like the Diploma Supplement, the HEAR is intended as a supplementary record and does not replace the degree certificate.

Example 18: Higher Education Achievement Report (HEAR) (United Kingdom) – 5 pages

The HEAR is an academic record specific to the United Kingdom; however, it is one that incorporates all 8 sections and features of the Diploma Supplement. This sample is from Canterbury Christ Church University.

Canterbury Christ Church University

Higher Education Achievement Report / Diploma Supplement

This Higher Education Achievement Report follows the format of the Diploma Supplement approved by the European Commission to provide sufficient recognition of qualifications (diploma, degree, certificates, etc). The report is designed to provide a description of the nature, level, context and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this achievement report is appended. The report also includes additional information on verified extra-curricular activities or awards where appropriate.

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1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1	Surname or family name	[illegible]
1.2	First name(s)	[illegible]
1.3	Date of birth (day/month/year)	[illegible]
1.4	Student identification number	[illegible]

2 INFORMATION IDENTIFYING THE QUALIFICATION

2.1	Name of the qualification	Master of Arts
2.2	Main field(s) of study for the qualification	Practice Based Play Therapy
2.3	Name and status of the awarding institution	Canterbury Christ Church University, a university level institution funded mainly by public funds and authorised by the government of the United Kingdom.
2.4	Name and status of the institution (if different from 2.3) administering studies	APAC, Uckfield, UK, Delivered In Distance Learner/Off Campus
2.5	Language of instruction/examination	English

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1	Level of qualification	Masters degree, HE Level 7. 90 ECTS credits at Level 7.
3.2	Official length of the programme	In full-time mode two years
3.3	Access requirement	Honours degree or equivalent. Other access routes include credit for qualifications or experience.

4 INFORMATION ON THE CONTENTS AND THE RESULTS GAINED

4.1 Mode of study — Part time

4.2 Programme requirements — Student must achieve the learning outcomes as prescribed in the programme validation document. Normally students must pass all assessment elements. Pass mark for each module is 50%

4.3 Programme details

Module Code	Module Name / Title	Level	Credit (Value)	ECTS	(Module) Mark (%)	P/F	(Academic) Year
MPBHS4UE1	Using Expressive Arts As An Intervention 1	7	12.00	6.00	-	P	09/10
MPBHS4UE2	Using Expressive Arts As An Intervention 2	7	12.00	6.00	-	P	09/10
MPBHS4USP	Using Symbolic Play As An Intervention	7	12.00	6.00	-	P	09/10
MPBHS4UTF	Using Theatre Forms As An Intervention	7	12.00	6.00	-	P	09/10
MPBHS4WTC	Course Introduction: Starting To Work Therapeutically With Children	7	12.00	6.00	-	P	09/10
MPTHS4DMP	Working Therapeutically With Groups Of Children And Young People - Developing Skills At An Advanced Level	7	20.00	10.00	-	P	10/11
MPTHS4PTS	Establishing A Play Therapy Service	7	20.00	10.00	-	P	10/11
MPTHS4TSP	Working Therapeutically At An Advanced Level And Representing Children And Young People Who Have Severe Problems	7	20.00	10.00	-	P	10/11
MZZHF4DRP	Developing A Research Proposal	7	20.00	10.00	55	P	12/13
MZZHF4DSS	Dissertation	7	40.00	20.00	50	P	12/13
	Total credits studied on the award		180.00				
	Total credits achieved		180.00				

4.4 Grading scheme — All modules have to be passed with a mark of 50%. An MA with Distinction is awarded if a mark of 70% or over is achieved in modules to the value of 120 credits. An MA with Merit is awarded if a mark of 60%-69% is achieved in modules to the value of 120 credits. Alternatively, an MA with Merit or Distinction can be awarded if a mark within the appropriate banding is achieved in modules to the value of 60 credits which include a dissertation.

4.5 Overall classification of the qualification — MA

4.6 Date of the award — 10/06/2014

Student identification number — [redacted]

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1	Access to further study	Masters degree enables access to research degrees, e.g. M.Phil and Ph.D.
5.2	Professional status (if applicable)	The award holder may also hold professional body registration.

6 ADDITIONAL INFORMATION

6.1 Additional Information

At Canterbury Christ Church University we encourage our students to engage in extra-curricular and other activities which not only contribute to the wider community and the life of the University, but also help them to develop into exceptional graduates who can make a real difference in their communities and professional life. Successful completion of these activities and any awards the student may have achieved are listed below and have been verified by the University (where a student has not asked for this to be included, this is listed as "none reported"). Students may also have been involved in other activities which are not formally verified by the University but which will have contributed to their personal and professional development and may be recorded in their curriculum vitae or résumé.

University, professional and departmental prizes:

None recorded

Recognised activities:

None recorded

6.2 Further information sources www.canterbury.ac.uk/HEAR

7 CERTIFICATION OF THE HEAR

7.1 Date: 05/07/2016

7.2 Signature:

Lcurie

7.3 Name and Capacity:

Lorri Currie, Academic Registrar

7.4 Official Seal:

Student identification number [redacted]

Description of Higher Education in England, Wales and Northern Ireland

In England, Wales and Northern Ireland[1], higher education institutions are independent, self-governing bodies active in teaching, research and scholarship. They are established by Royal Charter or legislation and most are part-funded by government.

Higher education (HE) is provided by many different types of institution. In addition to universities and university colleges, whose charters and statutes are made through the Privy Council which advises the Queen on the granting of Royal Charters and incorporation of universities, there are a number of publicly-designated and autonomous institutions within the higher education sector. Publicly funded higher education provision is available in some colleges of further education by the authority of another duly empowered institution. Teaching to prepare students for the award of higher education qualifications can be conducted in any higher education institution and in some further education colleges.

Degree awarding powers and the title 'university'
All universities and many higher education colleges have the legal power to develop their own courses and award their own degrees, as well as determine the conditions on which they are awarded. Some HE colleges and specialist institutions without these powers offer programmes, with varying extents of devolved authority, leading to the degrees of an institution which does have them. All universities in existence before 2005 have the power to award degrees on the basis of completion of taught courses and the power to award research degrees. From 2005, institutions in England and Wales that award only taught degrees ('first' and 'second cycle') and which meet certain numerical criteria, may also be permitted to use the title 'university'. Higher education institutions that award only taught degrees but which do not meet the numerical criteria may apply to use the title 'university college', although not all choose to do so.

All of these institutions are subject to the same regulatory quality assurance and funding requirements as universities; and all institutions decide for themselves which students to admit and which staff to appoint.

Degrees and other higher education qualifications are legally owned by the awarding institution, not by the state.

The names of institutions with their own degree awarding powers ("Recognised Bodies") are available for download at: http://www.dcsf.gov.uk/recognisedukdegrees/index.cfm?fuseaction=institutes.list&InstituteCategoryID=1

Higher education institutions, further education colleges and other organisations able to offer courses leading to a degree of a Recognised Body are listed by the English, Welsh and Northern Irish authorities, and are known as "Listed Bodies". View the list at: http://www.dcsf.gov.uk/recognisedukdegrees/index.cfm?fuseaction=institutes.list&InstituteCategoryID=2

Qualifications
The types of qualifications awarded by higher education institutions at sub-degree and undergraduate (first cycle) and postgraduate level (second and third cycles) are described in the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ). This also includes qualification descriptors that were developed with the HE sector by the Quality Assurance Agency for Higher Education (QAA - established in 1997 as an independent UK-wide body to monitor the standard of higher education provision - www.qaa.ac.uk). The FHEQ was self-certified as compatible with the Framework for Qualifications of the European Higher Education Area, the qualifications framework adopted as part of the Bologna Process, in February 2009. Foundation degrees, designed to create intermediate awards strongly oriented towards specific employment opportunities, were introduced in 2001. In terms of the European Higher Education Area they are "short cycle" qualifications within the first cycle. The FHEQ is one component of the Credit and Qualifications Framework for Wales (CQFW). The Qualifications and Curriculum Authority (QCA), the Department for Children, Education, Lifelong Learning and Skills, Wales (DCELLS) and the Council for Curriculum Examination and Assessment, Northern Ireland (CCEA) have established the Qualifications and Credit Framework (to replace, in time, the National Qualifications Framework (NQF)). These authorities regulate a number of professional, statutory and other awarding bodies which control VET and general qualifications at all levels. The QCF is also incorporated into the CQFW. There is a close association between the levels of the FHEQ and the NQF (as shown overleaf), and other frameworks of the UK and Ireland (see 'Qualifications can cross Boundaries' http://www.qaa.ac.uk/standardsandquality/otherrefpoints/Qualsboundaries09.pdf)

Quality Assurance
Academic standards are established and maintained by higher education institutions themselves using an extensive and sophisticated range of shared quality assurance approaches and structures. Standards and quality in institutions are underpinned by the universal use of external examiners, a standard set of indicators and other reports, by the activities of the QAA, and in professional areas by relevant professional, statutory and regulatory bodies. This ensures that institutions meet national expectations described in the FHEQ: subject benchmark statements, the Code of Practice and programme specifications. QAA conducts peer-review based audits and reviews of higher education institutions with the opportunity for subject-based review as the need arises. The accuracy and adequacy of quality-related information published by the higher education institutions is also reviewed. QAA also reviews publicly funded higher education provision in further education colleges.

Credit Systems
Most higher education institutions in England and Northern Ireland belong to one of several credit consortia and some operate local credit accumulation and transfer systems for students moving between programmes and/or institutions. A framework of national guidelines, the Higher Education Credit Framework for England, was launched in 2008. Credit is also an integral part of the CQFW and the QCF. It may be possible for credit awarded in one framework to be recognised by education providers whose qualifications sit within a different framework. HE credit systems in use in England, Wales and Northern Ireland are compatible with the European Credit Transfer System (ECTS) for accumulation and transfers within the European Higher Education Area, and are used to recognise learning gained by students in institutions elsewhere in Europe.

Admission
The most common qualification for entry to higher education is the General Certificate of Education at 'Advanced' (A) level. Other appropriate NQF level 3 qualifications and the kite-marked Access to HE Diploma may also provide entry to HE. Level 3 qualifications in the CQFW, including the Welsh Baccalaureate, also provide entry, as do Scottish Highers, Advanced Highers or qualifications at the same levels of the Scottish Credit and Qualifications Framework. Part-time and mature students may enter HE with these qualifications or alternatives with evidenced equivalent prior formal and/or experiential learning. Institutions will admit students whom they believe to have the potential to complete their programmes successfully.

1 The UK has a system of devolved government, including for higher education, to Scotland, to Wales and to Northern Ireland. This description is approved by the High Level Policy Forum which includes representatives of the Department for Business, Innovation and Skills, the Scottish Government, the Welsh Assembly Government, the Higher Education Funding Councils for England, Scotland and Wales, the Quality Assurance Agency (QAA), Universities UK (UUK), GuildHE and the National Recognition Information Centre for the UK (UK NARIC).

Source: http://www.uknec.org.uk/documents/ds_description.pdf

Diagram of higher education qualification levels in England, Wales and Northern Ireland

Framework for Higher Education Qualifications (FHEQ)[1]		FQ-EHEA cycle	Credit		Progression for selection of students (FHEQ levels)	National Qualifications Framework for England, Wales and Northern Ireland[4]	
Typical Qualifications	Level		Typical UK	Typical ECTS credit ranges[2]		Typical Qualifications	Level
Doctoral Degrees (eg PhD, DPhil, EdD)	8	3rd cycle	Typically not credit rated[1]	Typically not credit rated		Vocational Qualifications Level 8	8
Masters Degrees Integrated Masters Degrees Postgraduate Diplomas Postgraduate Certificate of Education Postgraduate Certificates	7	2nd cycle	180	60-120[3]		Fellowships NVQ Level 5 Vocational Qualifications Level 7	7
Bachelors Degrees with Honours Bachelors Degrees Professional Graduate Certificate in Education Graduate Diplomas Graduate Certificates	6	1st cycle	360	180-240		Vocational Qualifications Level 6	6
Foundation Degrees Diplomas of Higher Education Higher National Diplomas	5	Short cycle	240	120		NVQ Level 4 Higher National Diplomas (HND) Higher National Certificates (HNC) Vocational Qualifications Level 5	5
Higher National Certificates Certificates of Higher Education	4		120			Vocational Qualifications Level 4	4
Entry to HE via equivalent experiential or prior learning						National Vocational Qualification (NVQ) Level 3 Vocational Qualifications Level 3 GCE AS and A Level Advanced Diploma Welsh Baccalaureate Advanced[4]	3
						Levels 2, 1 and entry	

[1]PhD and DPhil qualifications are typically not credit-rated. Newer doctoral degrees, such as the Professional Doctorate, are sometimes credit rated, typically 540 UK credits.
[2]A range of 90-120 ECTS is typical of most awards
[3]1 ECTS credit is typically worth 2 UK credits
[4]The Welsh Baccalaureate Qualification is part of the Credit and Qualifications Framework for Wales (CQFW)

[1]For students with the necessary prerequisites, entry to each FHEQ level is possible from the next lower level in the NQF or Framework for Higher Education Qualifications.
[2]These levels will also apply to the Qualifications and Credit Framework (QCF). The QCF will eventually replace the National Qualifications Framework (NQF)

Source : http://www.ukcosa.org.uk/documents/ifs_chart.pdf

A document similar to the Diploma Supplement is also available in Australia and New Zealand. The **Australian Higher Education Graduation Statement (AHEGS)** resulted from a pilot that was introduced by the government in 2007, involving a consortium of 14 universities. While not mandatory, all accredited higher education providers are encouraged to provide the AHEGS and may do so upon entering into a license with the Australian government, as the language and logo of the AHEGS are trademarked. Furthermore, educational institutions were invited to apply for grants of $100,000 to assist in its implementation. At minimum, the first copy would be provided free of charge to all graduates.

The AHEGS has 5 sections:

I. The student
II. The qualification
III. The awarding institution
IV. The student's academic achievements
V. Description of the higher education system

It should be noted that the AHEGS was not intended as a replacement for the **testamur**, which refers to the degree certificate in Australia. Rather, it is intended to serve as a supporting document (Australian Government Department of Education, 2013).

The **Tertiary Education Qualification Statement (TEQS)** was introduced in New Zealand in 2009. While not mandatory, it too is promoted and encouraged by the educational authorities as a tool for international recognition. The TEQS has 8 sections, mirroring those of the European Diploma Supplement:

I. The student
II. The qualification (name of qualification, awarding institution…)
III. The level of the qualification (length, entry requirements…)
IV. Content and results
V. Function of the qualification
VI. Additional information
VII. Certifying information (date, signature, seal…)
VIII. Description of higher educational system

The New Zealand Qualifications Authority (NZQA) identifies two possible models for the TEQS, with respect to section IV, which covers the content of the program and the results achieved. The TEQS may be produced, in addition to the existing transcript of record, with a reference in section IV for readers to consult the transcript for the subjects studied and results achieved. Alternatively, the TEQS may be produced with section IV encompassing the details normally found on a transcript, creating an all-in-one, stand-alone document, thereby also negating the need for a separate transcript (NZQA, 2009).

Example 19: Australian Higher Education Graduation Statement (AHEGS) (Australia) – 4 pages

This diploma supplement was issued by the University of Queensland for a qualification that was awarded in 2010. Note that Section 5 regarding the national educational system has since been revised, reflecting changes to the system that have taken place.

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

1. THE GRADUATE

Family Name: [redacted]
Given Name(s): [redacted]
Student Number: [redacted]

2. THE AWARD

Name of award:
Graduate Diploma in Education

Detail*:
This award, taught in English, requires completion of 16 units.
A standard annual load at The University of Queensland involves completion of 16 units of study. Entry is available to students who have met the following requirement:

- An appropriate Bachelor degree or equivalent qualification from an approved tertiary institution. Additionally tertiary studies must provide the prerequisites for the nominated teaching area/s.

Features*:
Students studying Middle Years of Schooling complete 55 days of supervised practicum, 15 days of internship and 5 days of community placement. Students studying Secondary complete 75 days of supervised practicum.

Pathway to further study:
Graduates from the Graduate Diploma in Education may be eligible for entry into Graduate Certificate, Graduate Diploma and Master degree programs.

Program accreditation:*
The program is accredited by the Queensland College of Teachers.

Further information about the award can be found on The University of Queensland website at www.uq.edu.au/study

* For year of issue

3. AWARDING INSTITUTION

The University of Queensland was established by an Act of the Queensland State Parliament on 10 December, 1909 and is one of Australia's premier learning and research institutions.

The University is a member of the *Universitas 21*, and also a member of Australia's Group of Eight, a coalition of leading Australian universities, intensive in research and comprehensive in general and professional education, committed to ensuring that Australia has higher education systems that are world class.

For additional information, see The University of Queensland website at www.uq.edu.au

Australian Higher Education Graduation Statement

The Australian Higher Education Graduation Statement is provided by Australian higher education institutions to graduating students on completion of the requirements for a particular higher education award. It provides a description of the nature, level, context and status of studies that were pursued by the individual named. Its purpose is to assist in both national and international recognition of Australian qualifications and to promote international mobility and professional recognition of graduates.

CERTIFICATION

Date: 13 Dec 2010
Signature:

Capacity:
Academic Registrar

Page 1

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Australian Higher Education Graduation Statement

4. GRADUATE'S ACADEMIC ACHIEVEMENTS

GRADUATE DIPLOMA IN EDUCATION In the field of Secondary				
Course	Units	Title	Grade	Semester completed
EDUC6600	2	Teaching and Learning	6	Sem 1 2010
EDUC6605	2	Teaching and Diversity	6	Sem 2 2010
EDUC6610	2	Introduction to Professional Practice	P	Sem 1 2010
EDUC6615	2	Professional Practice	P	Sem 2 2010
EDUC6710	2	Health and Physical Education: Curriculum Foundations	7	Sem 2 2010
EDUC6745	2	Study of Society and the Environment: Curriculum Foundations	5	Sem 2 2010
EDUC6815	2	Health and Physical Education: Specialist Teaching Area	7	Sem 2 2010
EDUC6885	2	Study of Society: Specialist Teaching Area	6	Sem 2 2010

The Australian Higher Education Graduation Statement relates to study completed while enrolled in the program named above only. The official academic transcript provides a full record of courses completed at The University of Queensland.

Key to grading:
The University of Queensland uses criterion-referenced assessment as the method to explicitly define the relationships between summative assessment and the i) learning objectives, ii) standards met, iii) performance expectations held of students and iv) award of grades. Marks and grades are awarded by reference to predetermined criteria rather than by reference to the performance of other students in the course. All necessary information about assessment is listed in the course profile (see HUPP 3.20.9). Course profiles are available via www.uq.edu.au/study

A full explanation of the codes awarded by The University of Queensland can be found on the reverse of the offical academic transcript.

5. DESCRIPTION OF THE AUSTRALIAN HIGHER EDUCATION SYSTEM

Introduction
The Australian higher education system consists of independent, self-governing public and private universities and higher education institutions that award higher education qualifications. All higher education providers must be listed on the Australian Qualifications Framework Register of Recognised Education Institutions and Authorised Accreditation Authorities in Australia. This register is developed under instructions from Commonwealth, State and Territory Education and Training Ministers (See: http://www.aqf.edu.au).

Qualifications
The Australian Qualifications Framework (AQF) is a single national and comprehensive system of qualifications offered by higher education, vocational education and training, and secondary schools. The AQF comprises a set of national qualifications (ie awards), titles and qualification descriptors (See accompanying diagram). The AQF specifies the main criteria for defining qualifications based on the general characteristics of learning outcomes at each qualification level. The main qualifications awarded by higher education institutions are bachelors, masters and doctoral degrees, and graduate certificates and graduate diplomas. Research higher degrees at masters and doctoral level are normally assessed by external examiners. The higher education qualifications descriptors are periodically reviewed against best national and international practice. Guidelines for each qualification title are published in the Australian Qualifications Framework Implementation Handbook (http://www.aqf.edu.au).

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THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Australian Higher Education Graduation Statement

Admission
Requirements for admission to particular programmes are set by individual universities and colleges that generally provide a range of routes for entry and admit those students considered to have potential to successfully complete programmes of study. Admission of school leavers to undergraduate programmes typically is on the basis of the level of achievement in Year 12 secondary education, although some institutions and programmes also use interviews, portfolios or demonstrated interest or aptitude. Most institutions also provide alternative entry provisions via bridging or foundation programs for mature age students or other special provisions. Admission to postgraduate programmes is generally based on the level of achievement in previous higher education studies; in most cases, admission to PhD programmes is based on high achievement in a research masters degree or in a bachelors degree with first class honours or second class honours division A.

Quality
Australia has an international reputation for high quality education that is built on best practice in accreditation, quality recognition, quality assurance, and student consumer protection. All higher education institutions must be accredited by State and Territory Governments in accordance with strict criteria detailed in the National Protocols for Higher Education Approval Processes. These Protocols are nationally agreed principles that ensure consistent criteria and standards across Australia in such matters as the recognition of new universities, the operation of overseas higher education institutions in Australia, and the accreditation of higher education courses offered by institutions other than universities (See: http://www.deewr.gov.au/HigherEducation/Pages/default.aspx).

All institutions receiving Australian Government financial support must meet quality and accountability requirements that are set out in the Higher Education Support Act 2003. The Australian Government also uses a range of tools to measure and monitor the quality of outcomes, while the interests of international students are protected by the Education Service for Overseas Students Act 2000 and its National Code, providing tuition and financial assurance and a consistent approach to institution registration.

Australian Universities are autonomous bodies that are responsible for managing quality through internal accreditation processes and commitment to codes of practice. Universities and other higher education providers are required by legislation to have in place appropriate quality assurance processes. These processes are periodically audited by the Australian Universities Quality Agency (AUQA).

AUQA is Australia's principal national quality agency for higher education. It is an independent body that undertakes quality audits of higher education institutions and accreditation authorities (See: http://www.auqa.edu.au). AUQA publicly reports on performance and outcomes, assists in quality enhancement and advises on quality assurance.

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Australian Higher Education Graduation Statement

Australian Qualifications Framework

Schools Sector Qualifications	Vocational Education and Training Sector Qualifications	Higher Education Sector Qualifications
		Doctoral Degree
		Masters Degree
	Vocational Graduate Diploma	Graduate Diploma
	Vocational Graduate Certificate	Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Associate Degree, Advanced Diploma
	Diploma	Diploma
Senior Secondary	Certificate IV	
Certificate of Education	Certificate III	
(SSCE)	Certificate II	
	Certificate I	

VII. Issuing and Validating Body

Another important step is to establish who the validating and awarding body is, as it may not always be the same as the institution that provides the actual instruction. In a number of instances, a school may be working in conjunction with, or under the supervision of another larger institution. This may be because the teaching institution is affiliated to the examining board that awards the final qualification, or it does not have degree conferral powers on its own, and so the supervising university must validate the studies and issue the records.

We saw this model in Example 1. Although the secondary studies in the UK are completed in a school, they are validated by final, external examinations in the end. For this reason, if the General Certificate of Secondary Education (GCSE) was earned, the school-issued records are insufficient. One should request and require the GCSE that is awarded and issued by the examining body instead. Another common example is the International Baccalaureate (IB), a secondary-school leaving credential that is offered at thousands of international schools across the globe. The individual school provides the instruction. However, the qualification is awarded by the office of the International Baccalaureate.

This does not just occur at the secondary level, or vocational level, alone. This model may be found at the postsecondary level as well. A common example would be records issued by the affiliated college that provides the instruction in India vs. the university that awards the degree.[12] In the large majority of cases, it is the awarding body that should issue the diploma and the transcript or examination results. However, there are also instances where the teaching institution may issue the transcript and the awarding body will issue the final degree certificate or diploma, as seen in the example that follows from Ghana.

12 See Section XI: Country Samples – India to find out more about records issued by the affiliated college vs. the degree-granting university.

Example 20: Higher National Diploma (HND) (Ghana) – 2 pages

In the example below, the studies are taken at Ho Polytechnic, and this institution issues the transcript. However, it is the National Board for Professional and Technical Examinations (NABPTEX) that awards the final qualification. The diploma that follows from NABPTEX also references Ho Polytechnic.

HO POLYTECHNIC

Academic Affairs Office

P. O. Box 217, Ho, Ghana Tel.: (091) 27421/26621

TRANSCRIPT OF ACADEMIC RECORD

THE NAME OF THE POLYTECHNIC IS PRINTED IN SMALL BLUE TYPE A BLACK AND WHITE DOCUMENT IS NOT OFFICIAL

TEL: 03062 26621/27421

STUDENT NAME [redacted]	**REGISTRATION NO.** [redacted]
PROGRAMME HND Accountancy	**ISSUE DATE** 27-September-2011

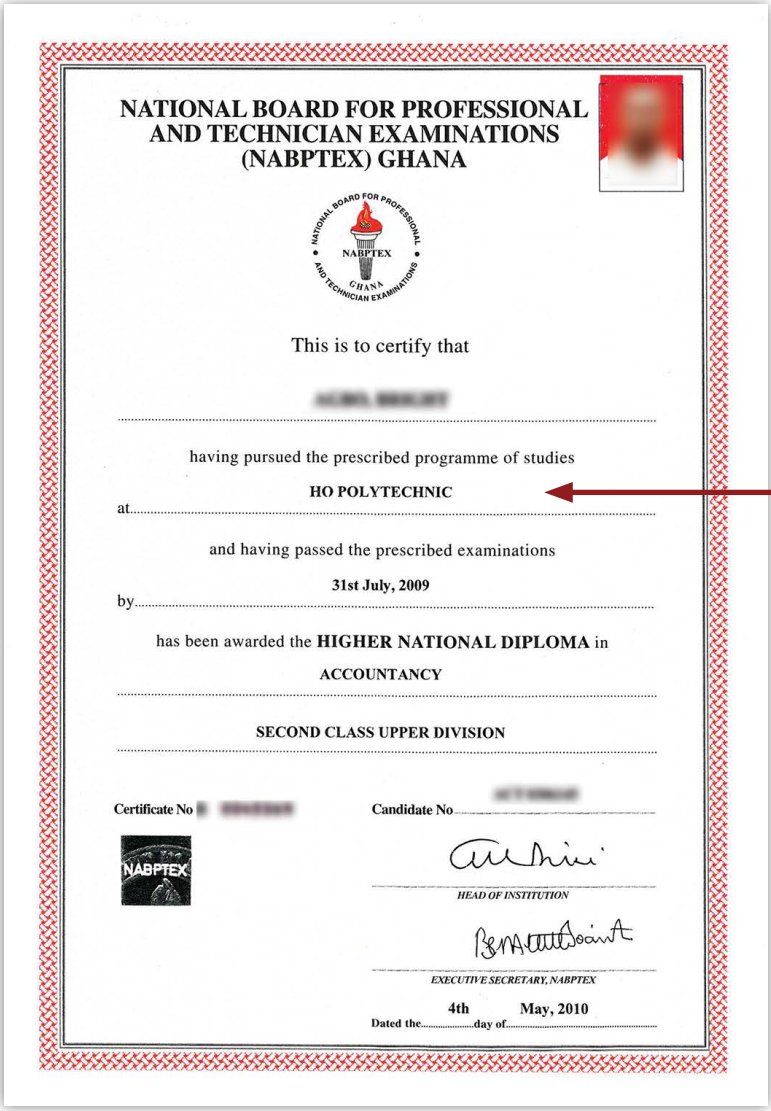
COURSE CODE	COURSE TITLE	CREDIT POINTS EARNED	GRADE LETTER	NUM. EQUIV.	GRADE POINT (CPE X NE)
First Semester, 2006/2007					
ACT 103	ECONOMICS I	3	B+	4.00	12.00
ACT 101	PRINCIPLES OF FINANCIAL ACCOUNTING I	3	C	2.50	7.50
ACT 106	PRINCIPLES & ELEMENT OF BUSINESS LAW	3	B	3.50	10.50
AFS 100	AFRICAN STUDIES	2	B	3.50	7.00
COS 110	COMMUNICATION SKILLS I	2	D+	2.00	4.00
ACT 109	BUSINESS COMMUNICATION	3	C	2.50	7.50
ACT 110	BUSINESS MATHEMATICS	3	A+	5.00	15.00
	GPA: 3.34	**19.00**			**63.50**
Second Semester, 2006/2007					
ACT 102	PRINCIPLES OF FINANCIAL ACCOUNTING II	3	B	3.50	10.50
ACT 104	ECONOMICS II	3	B+	4.00	12.00
ACT 105	MANAGEMENT I	3	B	3.50	10.50
COS 120	COMMUNICATION SKILLS II	2	C+	3.00	6.00
ACT 108	COMPANY AND PARTNERSHIP LAW	3	C	2.50	7.50
ACT 111	QUANTITATIVE METHODS I	3	A+	5.00	15.00
ACT 107	INTRODUCTION TO PUBLIC ADMINISTRATION	3	C+	3.00	9.00
CLT 112	COMPUTER LITERACY I	2	B+	4.00	8.00
	GPA: 3.57	**22.00**			**78.50**

PLEASE SEE EXPLANATION OF GRADING SYSTEM ON THE BACK OF THIS PAGE	OFFICIAL SEAL AND SIGNATURE	**S. AFENYO DEHLOR** **SNR. ASST. REGISTRAR**

Tuesday, September 27, 2011 Topaz SchoolPro - Powered by SISCO Page 1

REGISTRAR

The above results are confidential and must not under any circumstances be passed on to the candidate



NATIONAL BOARD FOR PROFESSIONAL AND TECHNICIAN EXAMINATIONS (NABPTEX) GHANA

This is to certify that

[redacted]

having pursued the prescribed programme of studies

at **HO POLYTECHNIC**

and having passed the prescribed examinations

by **31st July, 2009**

has been awarded the **HIGHER NATIONAL DIPLOMA** in

ACCOUNTANCY

SECOND CLASS UPPER DIVISION

Certificate No [redacted]

Candidate No [redacted]

HEAD OF INSTITUTION

EXECUTIVE SECRETARY, NABPTEX

Dated the 4th **day of** May, 2010

Example 21: Studies Validated by the University of Manchester (United Kingdom) – 3 pages

In this example, a program of study was completed at Sotheby's Institute of Art. While it is a recognized higher education provider, it does not have degree-granting powers. Instead, the program is validated by the University of Manchester, which awarded and issued the Master of Arts upon its completion, as shown on the following page.

Sotheby's | INSTITUTE OF ART
LONDON • NEW YORK • ONLINE

YOUR PATHWAY TO A CAREER IN THE INTERNATIONAL ART WORLD

TRANSCRIPT

MA in Art Business 2012 - 2013

Name: [redacted]

Course Unit	Credits	Unit Mark
The International Art World	30	64
Ethics and Law in the Art World	30	64
Art Business: Planning, Finance and Investment	30	69
Research Methods for Art Business	15	78
Professional Practice and Appraisal for Art Business	15	80
Dissertation	60	68
Unit Mark	180	69
Classification	180	Merit

The MA in Art Business is worth 180 credits at Masters Level.
The programme is validated by the University of Manchester.

Registrar, Sotheby's Institute of Art

SOTHEBY'S INSTITUTE OF ART LONDON

SOTHEBY'S INSTITUTE OF ART IS A DIVISION OF CAMBRIDGE INFORMATION GROUP AND AN AFFILIATED INSTITUTION OF THE UNIVERSITY OF MANCHESTER

The University of Manchester

By virtue of the powers granted to it by the Charter and Statutes and the authority of the Senate the University has this day awarded the Degree of

MASTER OF ARTS

after a programme of study at Sotheby's Institute of Art London

Art Business

to

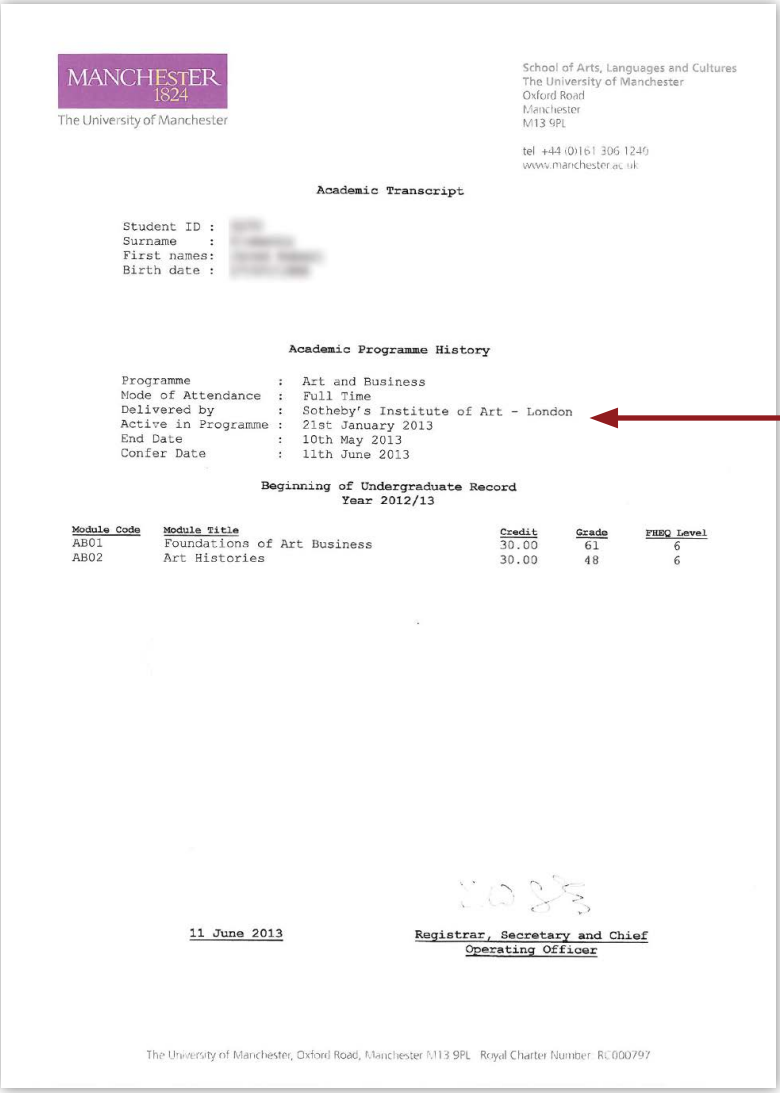
[redacted]

who has satisfied the Examiners in the Final Examination for the Degree, with Merit.

05 February 2014

Registrar and Secretary

Note that the University of Manchester will also issue transcripts for affiliated programs completed at Sotheby's Institute of Art and reference it as the institution of instruction. When possible, it is better practice to obtain the transcripts issued by the validating institution, rather than the school of instruction (in addition to the diploma).



MANCHESTER 1824
The University of Manchester

School of Arts, Languages and Cultures
The University of Manchester
Oxford Road
Manchester
M13 9PL

tel +44 (0)161 306 1240
www.manchester.ac.uk

Academic Transcript

Student ID :
Surname :
First names:
Birth date :

Academic Programme History

Programme : Art and Business
Mode of Attendance : Full Time
Delivered by : Sotheby's Institute of Art - London
Active in Programme : 21st January 2013
End Date : 10th May 2013
Confer Date : 11th June 2013

Beginning of Undergraduate Record
Year 2012/13

Module Code	Module Title	Credit	Grade	FHEQ Level
AB01	Foundations of Art Business	30.00	61	6
AB02	Art Histories	30.00	48	6

11 June 2013

Registrar, Secretary and Chief Operating Officer

The University of Manchester, Oxford Road, Manchester M13 9PL Royal Charter Number RC000797

VIII. Official Language of Issue and Translations

When determining whether an academic record is official, it is also crucial that we assess if it is in the official language of issue. While one may use English translations as an aid, they should never be solely relied upon. Oftentimes, translations can be interpretive and misleading. For example, in Latin America, the term ***Bachiller*** in most instances will refer to the secondary school leaving credential. Similarly, the terms ***Baccalauréat*** and ***Bachelier*** in the Francophone world will, in most cases, refer to the high school qualification. However, many English translations have presented these qualifications as "Bachelor," which can mislead readers into believing that the credential is a university degree in the country of study.

In other cases, translators have attempted to provide helpful translations by inserting their interpretation of what the US grade should be for each subject, rather than simply providing a literal translation of each grade listed. For these reasons, it is important to be able to become document literate and refer to the original language documents and spot-check its contents. One helpful tool is the ***Index of Educational Terms***, an IERF publication that provides glossaries for 10 major languages, focusing on the most commonly found terms in the educational records issued in that language. This resource includes Arabic, Chinese, French, German, Portuguese and Vietnamese, among others.[13]

13 The second edition of the *Index of Educational Terms* is being released in 2019 and will include Farsi as well.

The same principle applies to English translations that may be issued by the school or awarding body itself. If the record is designated as a translation, although it is issued by the school, it should not be regarded as an official record of study or primary source record. It should be regarded as a document issued for its intended use – a translation. That said, there are many countries that officially issue educational records in English, in addition to their native language, either in an English only format or in a bilingual one. Such countries include, but are not limited to the following:

Bahrain
Bangladesh
Bhutan
Botswana
Cameroon (Anglophone)
Caribbean (Anglophone)
Egypt
Eritrea
Ethiopia
Gambia
Ghana
Hong Kong
India
Israel
Japan
Jordan
Kenya
Kuwait
Lesotho
Liberia
Malaysia
Malawi
Namibia
Nepal
Nigeria
Oman
Pakistan
Palestine
Philippines
Qatar
Saudi Arabia
Sierra Leone
Singapore
Somalia
South Korea
Sri Lanka
Sudan
Swaziland
Taiwan
Tanzania
Thailand
Turkey
Uganda
United Arab Emirates
Zambia
Zimbabwe

So, when records from these countries are received in English, it is not necessary to require documentation in the native language as well. When otherwise requiring English translations, it is a model practice to request that they be prepared by a professional translation service. These translations, however, do not need to be notarized, for the reasons discussed in Section III.

Example 22: *Baccalauréat* (Morocco) – 1 page

The *Baccalauréat* is a high-school leaving credential in Morocco. However, an English translation may simply translate the qualification as Bachelor or as Baccalaureate. These two terms, however, refer to a university degree in the US.

المملكة المغربية

ROYAUME DU MAROC

MINISTERE DE L'EDUCATION NATIONALE
DE LA FORMATION PROFESSIONNELLE
DE L'ENSEIGNEMENT SUPERIEUR
ET DE LA RECHERCHE SCIENTIFIQUE

وزارة التربية الوطنية والتكوين المهني
والتعليم العالي والبحث العلمي
الأكاديمية الجهوية للتربية والتكوين

ACADEMIE REGIONALE D'EDUCATION ET DE FORMATION

الدار البيضاء - سطات

CASABLANCA - SETTAT

شهادة البكالوريا

ATTESTATION DU BACCALAURÉAT

Le Ministre de l'Education Nationale, de la Formation Professionnelle, de l'Enseignement Supérieur et de la Recherche Scientifique atteste, au vu des délibérations du jury, que:

Le candidat(e) :

Né(e) le :

à :

inscrit(e) à l'établissement : ECOLE DANIA PRIVÉE

Direction Provinciale : MOHAMMEDIA

a été déclaré(e) admis(e) aux examens du baccalauréat

Session : JUIN 2017 Mention : Passable

Série : Sciences Expérimentales

Option Sciences Physiques

Fait le : 20/ 06 / 2017

Le Directeur de l'Académie

Mohammadin SMAILI

Pour le Ministre de l'Education Nationale, de la Formation Professionnelle, de l'Enseignement Supérieur et de la Recherche Scientifique

N° de série

Il ne peut être délivré de duplicata de cette attestation.

SECURE DOCUMENT DOCUMENT SECURISE

English Translation:

Kingdom of Morocco
Ministry of National Education, Professional Training, Higher Education and Scientific Research
Regional Academy of Education and Training
Casablanca – Settat

Attestation of the Baccalauréat

The Ministry of National Education, Professional Training, Higher Education and Scientific Research certifies, upon deliberations of the jury, that
The Candidate: (name)
Born on (date)
In (location)
Enrolled in the Establishment: Dania Private School
Province: Mohammedia
Has been declared as passing the Baccalauréat examinations
Session: June 2017 / Mention: Sufficient
Series: Experimental Sciences
Option: Physical Sciences
Issued on June 20, 2017
Director of the Academy

Example 23: Bachelor's Degree Certificate Issued in English (China) – 1 page

This degree certificate issued in English by Zhejiang University does not bear any official weight in China. For this reason, it would not be regarded as an official record abroad either. One must request the primary source record in Chinese, as shown on the following page.

Zhejiang University

It is hereby certified that after having satisfied all the conditions prescribed by the University

[redacted]

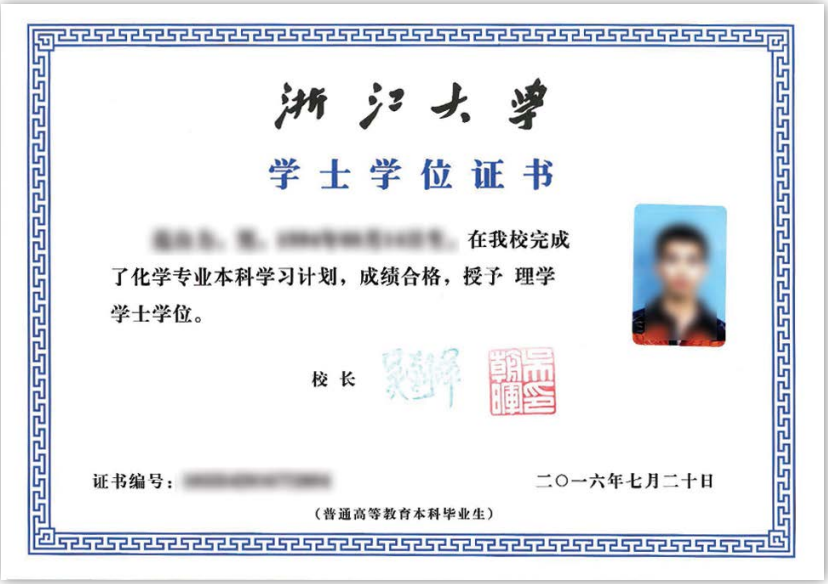
was on the twentieth day of July, 2016 duly admitted to the degree of Bachelor of Natural Sciences in Chemistry

No. [redacted]

President of Zhejiang University

Example 24: Bachelor's Degree Certificate Issued in Chinese (China) – 1 page

This corresponding degree certificate issued in Chinese by Zhejiang University is the official record of study, recognized as proof of conferral of the degree in China.



浙 江 大 學

学 士 学 位 证 书

[redacted]，在我校完成了化学专业本科学习计划，成绩合格，授予 理学学士学位。

校 长

证书编号：[redacted]　　二〇一六年七月二十日

（普通高等教育本科毕业生）

English Translation:

Zhejiang University

Bachelor's Degree Certificate

(Name), (gender), was born on (date). S/he completed an undergraduate program of study in Chemistry at our institution and passed. S/he is hereby awarded the degree of Bachelor of Science.

Signature of the President of Zhejiang University

Diploma Number *2016 July 20*

(Graduate of Regular Higher Education Undergraduate Studies)

Example 25: Certificate of Studies Issued in English (Mexico) – 1 page

Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM) (Technological Institute of Higher Studies of Monterrey) has transcripts available in English. However, the first page, shown below, carefully notes that the document is not an official record of study, making it known that it is merely a translation.

Official transcripts are issued only in Spanish.

INSTITUTO TECNOLÓGICO
Y DE ESTUDIOS SUPERIORES
DE MONTERREY

Campus Monterrey

Certificate of studies *

Folio [redacted]

* *Official transcripts are issued only in spanish.*

The Office of the Registrar of the Instituto Tecnológico y de Estudios Superiores de Monterrey certifies that the student named in this document has credited the subjects listed below in the academic periods cited.

This certificate is only valid as an original copy when it bears the raised seals of the Institute. The studies certified by this document are officially valid in the entire country in accordance with the Presidential Decree of July 24, 1952, published in the Diario Oficial de la Federación of September 12, 1952 and Agreement Number 3438 issued by the Ministry of Public Education on February 28, 1974 and published in the Diario Oficial de la Federación on March 5 of the same year. The Tecnológico de Monterrey is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (+1) 404-679-4500 for questions about the accreditation of the Tecnológico de Monterrey. Courses are given in eighteen-week semesters, or in six-week periods, on an intensive basis. Semesters begin in August and January. Intensive courses begin in June and are given in the same number of hours as in the semesters. In some of the graduate programs, courses are given in twelve-week trimesters, beginning in January, April and September. The grading scale is from 1 to 100. The minimum passing grade is 70.

Name [redacted]

Date March 1st, 2018 *Registration number* [redacted]

This certificate was issued at Monterrey,Nuevo León

This is the translation and therefore is unsigned.

(This is the translation and therefore is unsigned)
Registrar

This document certifies studies in B.A. COMMUNICATION AND DIGITAL MEDIA

Name of course	*Grade*	*Name of course*	*Grade*
August - December 2010		Marketing	75
Introduction to Communication and Digital Media Academic Program	70	Advertising and Commercial Photography	78
Communication, Signs, and Signification	94	Ethics, Self and Society	80
Design Fundamentals I	93	Informative Journalism	86
Analysis and Verbal Expression Workshop	95	**January - May 2012**	
January - May 2011		Quantitative Social Research Methods	70
Management	80	Digital Representation Techniques	85
Foreign Language	78	Literature and New Media Narratives	81
Mathematics for Design I	74	Video Lab	81
Photography and Digital Imaging	98	Communication and Media Studies	85
Audiovisual Language and Narrative	90	Strategic Communication Fundamentals	76
General Psychology I	91	Philosophy and Contemporary Thought	87
June - July 2011		**August - December 2012**	
Programming Fundamentals	88	Verbal Expression in the Workplace	88
August - December 2011		Scriptwriting	91
Statistics for Research in the Social Sciences	74	Qualitative Research Methods	92
Sociology	82	Media Narrative Design and Production	87
Audio Lab	90	Digital and Interactive Media Aesthetics	98
CONTINUED NEXT COLUMN		Applied Strategic Communication	85
		OVER	

PTO

Example 26: Certificate of Studies Issued in Spanish (Mexico) – 1 page

The following document from ITESM is the official record of study, issued in Spanish. Note the differences from the previous example. The first page, shown below, bears the signature of the Registrar as well as the seal of the *Secretaría de Educación Pública* (SEP), the Ministry of Public Education in Mexico.

INSTITUTO TECNOLÓGICO
Y DE ESTUDIOS SUPERIORES
DE MONTERREY

Campus Monterrey

Certificado de estudios

Folio

La Dirección de Servicios Escolares del Instituto Tecnológico y de Estudios Superiores de Monterrey del campus o entidad que se indica, certifica que el alumno cuyo nombre aparece en este documento aprobó, en los periodos escolares indicados, las materias que abajo se enumeran.
Este certificado es válido y original únicamente para el sello realzado del Instituto y las firmas del Rector, del Decano o del Director General del Campus y del Director de Servicios Escolares.
Los estudios amparados por este certificado tienen validez oficial en todo el país, de acuerdo con el Decreto Presidencial del 24 de julio de 1952, publicado en el Diario Oficial de la Federación el 12 de septiembre de 1952 y el Acuerdo No. 3438 expedido por el Secretario de Educación Pública el 28 de febrero de 1974 y publicado en el Diario Oficial de la Federación el 5 de marzo del mismo año. El Tecnológico de Monterrey está acreditado por la Comisión de Universidades de la Asociación de Escuelas y Universidades del Sur de Estados Unidos para otorgar títulos profesionales y grados académicos de maestría y doctorado. Comuníquese con la Comisión de Universidades en la dirección 1866 Southern Lane, Decatur, Georgia 30033-4097, o llame al (+1) 404-679-4500, para preguntas sobre la acreditación del Tecnológico de Monterrey. Los cursos se desarrollan en semestres de 18 semanas, o en cursos intensivos con duración de 6 semanas. Los semestres se inician en agosto y en enero. Los cursos intensivos se inician en junio y se imparten en un número de horas igual al de los semestres. Algunos programas de graduados se imparten en periodos trimestrales de diez semanas de duración. Los trimestres comienzan en enero, abril y septiembre. La escala de calificaciones es de 1 a 100. La calificación mínima para aprobar un curso es 70.

Nombre del alumno

ITESM

SEP SES DGESU

Acta de Autenticación

No. de cuenta

Fecha 18 de diciembre de 2015 *Número de matrícula*

Este certificado se expide en Monterrey,Nuevo León

Lic. Alejandra García Garza
Directora de Servicios Escolares

Ing. Víctor Eduardo Gutiérrez Aladro
Rector

Este certificado ampara estudios de LICENCIADO EN COMUNICACIÓN Y MEDIOS DIGITALES (Plan 2010)

Nombre del curso	*Calificación*	*Nombre del curso*	*Calificación*
Agosto - Diciembre 2010		Ética, persona y sociedad	80
Introducción a la carrera de LCMD	70	Géneros periodísticos informativos	86
Comunicación, signos y significación	94	**Enero - Mayo 2012**	
Fundamentos del diseño I	93	Métodos cuantitativos para la investigación social	70
Taller de análisis y expresión verbal	95	Técnicas de representación digital	85
Enero - Mayo 2011		Literatura y narrativa en los nuevos medios	81
Administración	80	Laboratorio de video	81
Lengua extranjera	78	Comunicación y estudios de medios	85
Matemáticas para el diseño I	74	Fundamentos de comunicación estratégica	76
Fotografía e imagen digital	98	Filosofía y pensamiento contemporáneo	87
Lenguaje y narrativa audiovisual	90	**Agosto - Diciembre 2012**	
Psicología general I	91	Expresión verbal en el ámbito profesional	88
Junio - Julio 2011		Guionismo	91
Fundamentos de programación	88	Métodos cualitativos de investigación	92
Agosto - Diciembre 2011		Diseño y producción de narrativas audiovisuales	87
Estadística para la investigación en ciencias sociales	74	A LA VUELTA	
Sociología	82		
Laboratorio de audio	90		
Mercadotecnia	75		
Fotografía publicitaria y comercial	78		
AL FRENTE			

No es válido si lleva enmendaduras o correcciones

Página 1 de 2

IX. Provisional Certificates and Attestations

Provisional certificates can carry different meanings, depending on the country of study. It is critical to understand what they represent abroad, in order to determine whether they are acceptable documentation and can serve as proof of the award of the qualification.

In higher education in parts of South Asia, the provisional degree certificate is issued upon completion of a program of study, after all the degree requirements have been met. There is often a gap in time from the moment of completion of the program to the issuance of the final degree certificate, ranging from a few months to a few years. In India, for instance, the final degree certificate is not issued until the convocation ceremony and may not be collected by the student, particularly those living in another state or country. The provisional certificate negates the need for the final diploma, as it bears the same weight in terms of recognition of the degree and eligibility for further education and employment. In these instances, when the provisional degree certificate provides recognition and access, it may be accepted as sufficient proof and evidence of the award of the degree. However, there are several components that are necessary for purposes of recognition: (a) it must be issued by the degree-granting university,[14] (b) it must name the degree earned, (c) it must show the degree classification of the student (first class, second class, third class…), and (d) the date of completion/final examination.

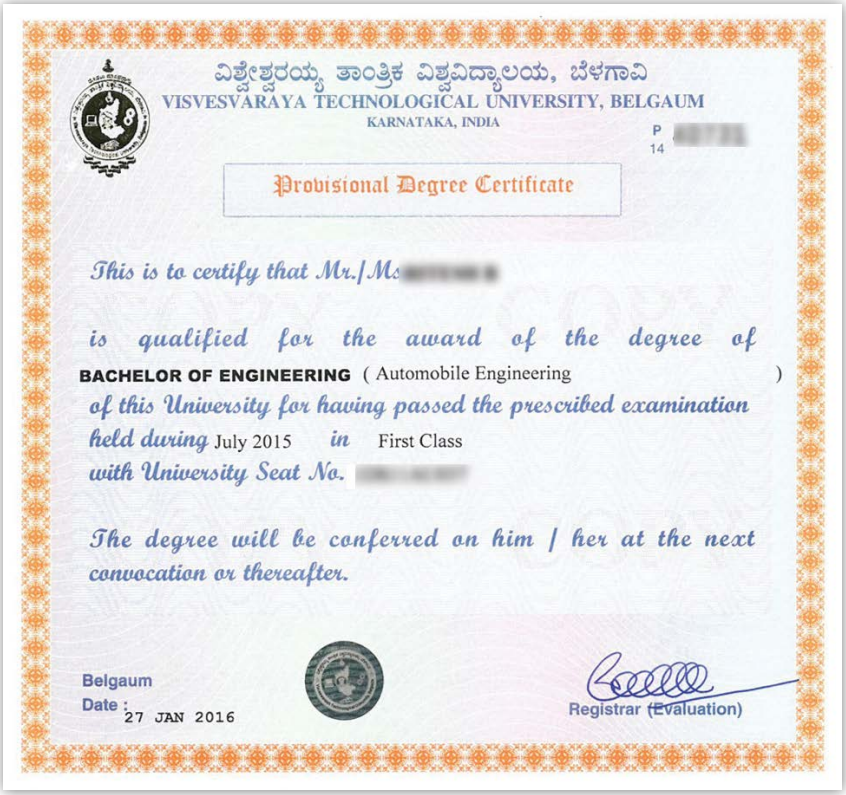
In contrast, although the provisional degree certificate for higher education in Iran indicates completion of the coursework, there may be other outstanding requirements. For example, students may not have yet completed their social service or military service. Or they may not have returned the advanced payment provided by the government in Iran for their social service (Bellin, 2014). Due to these outstanding requirements, the provisional degree certificate is insufficient documentation that the degree has been earned.

In the UK, a statement of provisional results is also regarded as a preliminary record. Upon the conclusion of secondary education, students must take final examinations administered by an external body, and the provisional results are then issued. However, there is a period where students may contest their assessments and, although rare, their marks may change. And, even more rare, it is possible that a final mark for a particular subject worsen. For this reason, when possible, one should refer to the examination certificate and the final results instead.

14 See Section XI: Country Samples – India for more information regarding degree-granting universities and affiliated colleges in India.

Example 27: Provisional Degree Certificate (India) – 1 page

Provisional degree certificates in India are acceptable as proof of the degree, as this documentation gives access to further education and employment. However, they must be issued by the degree-granting university, name the degree, and identify the degree classification of the student, as shown here.



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM

KARNATAKA, INDIA

P
14

Provisional Degree Certificate

This is to certify that Mr./Ms.

is qualified for the award of the degree of

BACHELOR OF ENGINEERING (Automobile Engineering)

of this University for having passed the prescribed examination held during July 2015 in First Class

with University Seat No.

The degree will be conferred on him / her at the next convocation or thereafter.

Belgaum

Date : 27 JAN 2016

Registrar (Evaluation)

Example 28: Corresponding Final Degree Certificate (India) – 1 page

While this student completed his/her final year examinations in May 2013, the final degree certificate was not issued until over a year later, in September 2014. There is often a gap in time between completion of the program and the issue of the degree certificate.

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

KARNATAKA, INDIA

Certifies that

[redacted]

ಬ್ಯಾಚಲರ್ ಆಫ್ ಇಂಜಿನಿಯರಿಂಗ್

ಪದವಿಗೆ ಅಗತ್ಯವಾದ ಅರ್ಹತೆಗಳನ್ನುಳ್ಳವರೆಂದು ಪರಿಗಣಿತವಾಗಿರುವ ಕಾರಣ ಮೇಲೆ ಕಾಣಿಸಿದ ಪದವಿಗೆ ಅವರನ್ನು ಅಂಗೀಕರಿಸಲಾಗಿದೆ.

has been duly admitted to the Degree of

Bachelor of Engineering

in recognition of the fulfilment of requirements for the said degree

ಪರೀಕ್ಷಾ ಕ್ರಮ ಸಂಖ್ಯೆ
University Seat Number : [redacted]

ವಿಷಯ
Subject : *Computer Science & Engineering*

ಶ್ರೇಣಿ
Class : *First Class with Distinction*

D 17 [redacted]

ವಿಶ್ವವಿದ್ಯಾಲಯದ ಮುದ್ರೆಯೊಂದಿಗೆ ಕೊಡಲ್ಪಟ್ಟಿದೆ

Given under the seal of the University

ಬೆಳಗಾವಿ
Belagavi

ದಿನಾಂಕ
Date : JAN 09, 2018

ಕುಲಪತಿ
VICE CHANCELLOR

Example 29: Statement of Provisional Results (United Kingdom) – 1 page

These provisional results are for the General Certificate of Secondary Education (GCSE), issued by AQA, the Assessment and Qualifications Alliance, one of the 5 possible awarding bodies in the UK. These results are preliminary, as there is a period where students may contest the marks they received.

Candidate Statement of Provisional Results
General Certificate of Secondary Education
June 2009

AQA

Centre
DAVISON C E HIGH SCHOOL FOR GIRLS (TECHNOLOGY COLLEGE)

Candidate | Sex | Date of Birth

Unique Candidate Identifier | Unique Learner Number

Subject Code	Title	Result
Full Course		
4463	ADDITIONAL SCIENCE	C(c)
3545H	D&T: RESISTANT MATERIALS TECHNOLOGY	B(b)
3702H	ENGLISH	C(c)
3712H	ENGLISH LITERATURE	C(c)
3651CA	FRENCH	C(c)
3581	PHYSICAL EDUCATION	A(a)
4461	SCIENCE	C(c)

Number of Results 7 (Seven)

This document is **NOT** a Certificate

19/08/09 14:10

Note the statement on the back of the document:

This Candidate Statement of Provisional Results is not a certificate. AQA reserves the right to amend the information given on the Candidate Statement of Provisional Results. A certificate confirming the result(s) will be issued where appropriate in due course.

Example 30: Final, Official Examination Certificate (United Kingdom) – 1 page

The period for appeals has passed and the marks may no longer be contested. The final results are shown in the document below.

AQA

General Certificate of Secondary Education

This is to certify that in the examination held in JUNE 2016
[redacted] date of birth [redacted]
achieved the following result at
RODBOROUGH SCHOOL

FULL COURSE (Six (6) Subjects)

ENGLISH LANGUAGE *(601/3160/3)*	GRADE B(b)
[English Speaking and Listening GRADE 5(five)]	
ENGLISH LITERATURE *(600/9506/4)*	GRADE B(b)
PHYSICAL EDUCATION *(500/4506/4)*	GRADE C(c)
PHYSICS *(600/0891/X)*	GRADE C(c)
CHEMISTRY *(600/0889/1)*	GRADE D(d)
BIOLOGY *(600/0886/6)*	GRADE E(e)

CENTRE No./CANDIDATE No. [redacted]

Andrew Hall
Chief Executive Officer
on behalf of AQA Education

Regulated by Ofqual

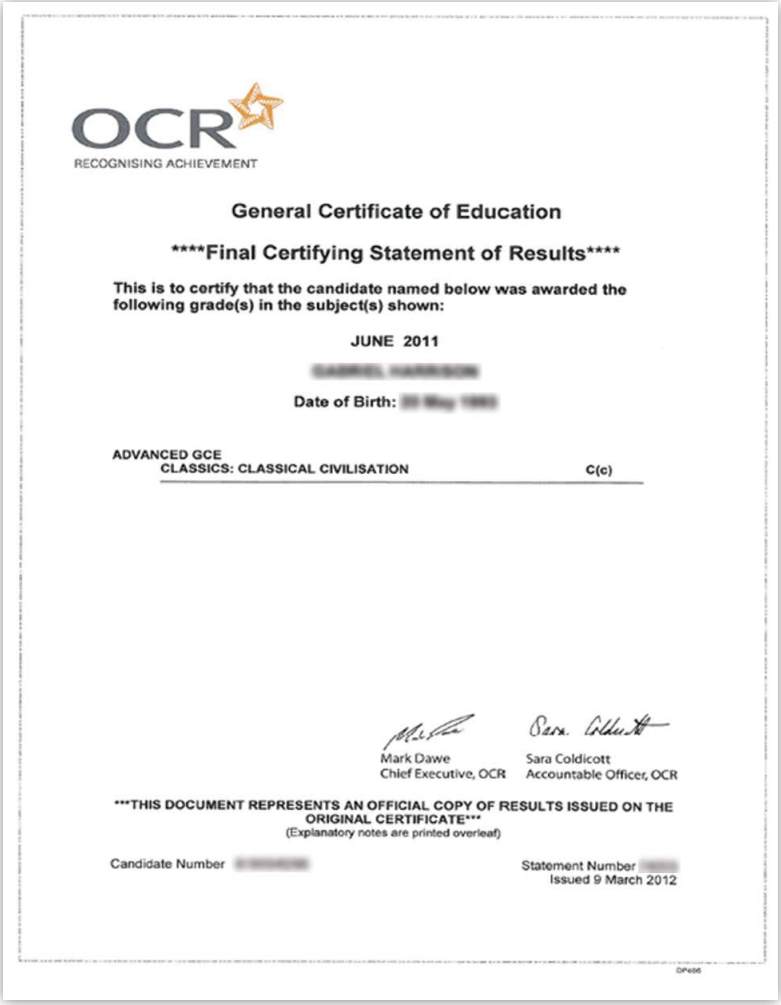
Corff dyfarnu cymhwyseddau
Cymwysterau Lloyd Sir Wales
Qualifications Wales
Recognised awarding body

CEA Accreditation

[redacted]

Example 31: Statement of Results (United Kingdom) – 1 page

Statements of Results can also be issued. This document is for the General Certificate of Education Advanced Levels, or GCE A Levels, a pre-university qualification in the UK. When the term "provisional" is not used, one may assume that the results shown are final. In fact, the title of the document and the statement at the bottom allude to this very fact.



OCR
RECOGNISING ACHIEVEMENT

General Certificate of Education

******Final Certifying Statement of Results******

This is to certify that the candidate named below was awarded the following grade(s) in the subject(s) shown:

JUNE 2011

[redacted]

Date of Birth: [redacted]

ADVANCED GCE
CLASSICS: CLASSICAL CIVILISATION **C(c)**

Mark Dawe
Chief Executive, OCR

Sara Coldicott
Accountable Officer, OCR

*****THIS DOCUMENT REPRESENTS AN OFFICIAL COPY OF RESULTS ISSUED ON THE ORIGINAL CERTIFICATE*****
(Explanatory notes are printed overleaf)

Candidate Number [redacted]

Statement Number [redacted]
Issued 9 March 2012

Attestations, not to be confused with attested copies,[15] are a commonly found record in the Francophone world. In practice, this French term means "certificate," but is often used in the context of a provisional certificate, as we observed earlier in this section with India. Typically, final degree certificates are only issued once. Additionally, depending on the French-influenced system, it may take some time before the final degree certificate is issued. For this reason, *Attestations* are used as official proof of the degree and may be used for the purposes of employment and further education. In fact, depending on the educational provider, it is not uncommon for the final degree certificate never to be issued in parts of Francophone Africa, particularly as the *Attestation* on its own is sufficient. When receiving the *Attestation*, it is important that it is issued by the correct validating, awarding body and that the language of degree conferral is evident.

Another similar term that one may encounter is the **Temporary Certificate of Graduation**. In Ethiopia, for example, it may be issued upon completion of the program. This document signifies that all the requirements have been met; however, as we have seen in other regions, there may be some time before the final degree certificate is issued. Here, in Ethiopia, the Temporary Certificate of Graduation bears the same value as the final certificate in terms of recognition of the degree (NOKUT, 2013).

In the end, whichever term or document one may be confronted with – the provisional certificate, an *Attestation*, or the temporary certificate of graduation, it is important to do the research and ascertain what type of recognition and access is given to the holder.

15 For more information on attested copies, please see Section III.

Example 32: Final Degree Certificate for the *Licence* (France) – 1 page

The final diploma for the Licentiate represents completion of a 3-year university degree in France. This document is in the national format, with the wreath in the background and the legal text pertaining to the degree.

R É P U B L I Q U E F R A N Ç A I S E

Ministère de l'enseignement supérieur et de la recherche .

UNIVERSITE PARIS DESCARTES

LICENCE

Vu le code de l'éducation ;
Vu le décret n° 84–573 du 5 juillet 1984 modifié relatif aux diplômes nationaux de l'enseignement supérieur ;
Vu le décret n° 2002–481 du 8 avril 2002 relatif aux grades et titres universitaires et aux diplômes nationaux ;
Vu l'arrêté du 1er août 2011 relatif aux études universitaires conduisant au grade de licence ;
Vu l'arrêté ministériel du 17 octobre 2014 relatif à l'habilitation de l'UNIVERSITE PARIS DESCARTES à délivrer des diplômes nationaux ;
Vu les pièces justificatives produites par [redacted], en vue de son inscription à la Licence ;
Vu les procès–verbaux du jury attestant que l'intéressé a satisfait au contrôle des connaissances et des aptitudes prévu par les textes réglementaires ;

Le diplôme de **LICENCE** SCIENCES HUMAINES ET SOCIALES, Mention SCIENCES SOCIALES,
mention assez bien
est délivré à [redacted]
au titre de l'année universitaire 2014–2015, et confère **le grade de Licence,**
pour en jouir avec les droits et prérogatives qui y sont attachés.

Fait à Paris, le 12 octobre 2015

Le titulaire — *Le Président* — *Le Recteur d'Académie, Chancelier des universités*

N° [redacted]
/201520140178 8

Frédéric DARDEL — François WEIL

English Translation: Final Degree Certificate for the *Licence* (France) – 1 page

REPUBLIC OF FRANCE

Ministry of Superior Education and Research

Paris Descartes University

LICENCE

According to the code of education;
According to the decree n° 84-573 of July 5, 1984 modified in relation to national diplomas of superior education;
According to the decree n° 2002-481 of April 2, 2002 modified in relation to university degree and titles and to national diplomas;
According to the arrear of August 1, 2001 in relation to university studies leading to the license degree;
According to the ministerial decree of October 17, 2014 in relation to the habilitation of PARIS DESCARTES UNIVERSITY to issue national diplomas;
According to the supporting documents produced by [redacted], regarding his inscription to the Licence
According to the the verbatim records of the jury attesting that the person concerned satisfied the knowledge and skill tests provided by the regulated texts

The diploma of LICENCE OF HUMAN AND SOCIAL SCIENCES, Mention SOCIAL SCIENCES,

with Assez Bien Honors

is delivered to Mr. [redacted]

For the 2014-2015 academic year and confers de License degree,

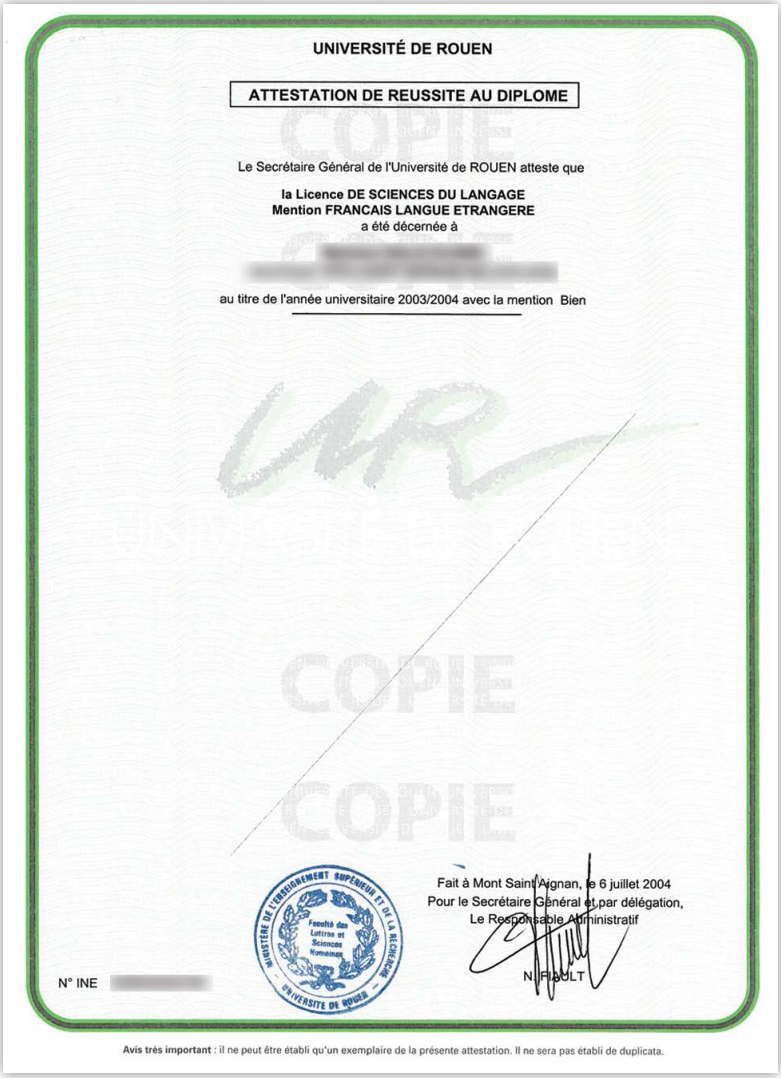
To enjoy it with the rights and prerogatives attached to it

Fait à Paris, le 12 octobre 2015

Le titulaire	*Le Président*	*Le Recteur d'Académie, Chancelier des universités*
N° [redacted] /2015201401788	Frédéric DARDEL	François WEIL

Example 33: *Attestation* for the *Licence* (France) – 1 page

In contrast with the previous document, the *Attestation* is a certification that does not bear any of the usual legal text. Nevertheless, it serves as a confirmation of the degree and may be used in place of the final degree certificate. (Also note that most *Attestations* in France are plain and do not bear embedded security features, like the one below.)



UNIVERSITÉ DE ROUEN

ATTESTATION DE REUSSITE AU DIPLOME

Le Secrétaire Général de l'Université de ROUEN atteste que

la Licence DE SCIENCES DU LANGAGE
Mention FRANCAIS LANGUE ETRANGERE
a été décernée à

[redacted]

au titre de l'année universitaire 2003/2004 avec la mention Bien

COPIE

COPIE

COPIE

Fait à Mont Saint Aignan, le 6 juillet 2004
Pour le Secrétaire Général et par délégation,
Le Responsable Administratif

N. FAULT

N° INE [redacted]

Avis très important : il ne peut être établi qu'un exemplaire de la présente attestation. Il ne sera pas établi de duplicata.

English Translation:

University of Rouen

Certificate of Success for the Diploma

The General Secretary of the University of Rouen attests that
the Licentiate in Language Sciences
with a major in French as a Foreign Language
has been conferred upon
(student's name)
born on (date) in (location)
during the 2003/04 academic year with the mention of Good.

Established in Mont St. Aignan, on July 6, 2004
for the General Secretary and by delegation
[signature]

Example 34: *Attestation* for Studies Leading to the *Licence* (France) – 1 page

While this document is also an *Attestation*, it does not bear the same language as the previous example *"Attestation de Réussite au Diplôme."* While this example certifies the studies, it does not confirm the award of the degree and should not be mistaken as such.

UNIVERSITÉ PARIS DIDEROT - PARIS 7

ATTESTATION DE REUSSITE

Le Directeur de l'U.F.R. d' E.I.L.A. atteste que

[redacted]

[redacted] à [redacted]

a été déclarée admise au niveau

LICENCE ANGLAISESPAGNOL 3A

au titre de l'année universitaire 2009/2010 avec la mention Assez Bien

et a acquis 180 crédits européens

Fait à Paris, le 4 novembre 2010

Unité de Formation et de Recherche
Etudes Interculturelles de Langues Appliquées
Scolarité LEA

Jean-Michel BENAYOUN

N° étudiant : [redacted]

Avis important: Il ne peut être délivré qu'un seul exemplaire de cette attestation. Aucun duplicata ne sera fourni.

English Translation:

University of Paris Diderot – Paris VII
Certificate of Success
The Director of the UFR of EILA attests that
(student's name)
born on (date) in (location)
has been declared admitted to the level of
the Licentiate in English Spanish 3A
during the 2009/10 academic year with the mention of Fairly Good
and has acquired 180 ECTS credits.

Established in Paris on November 4, 2010
[signature]

X. Digital Records and Online Verification

With advancements in technology, it is no surprise that **digital student records** are on the rise. This broad term can be found to describe a multitude of scenarios. For example, digital records may be issued directly by the school, by a designated third party, or through a centralized depository. They may be electronic in format or they may be printed on paper with features that specifically enable online verification (e.g., QR code). The variations have often caused confusion in terms of policy setting on what is official and what is permissible. As the landscape is new, it is not always clear who the trusted custodians are and there are no established quality assurance standards. In response to this, The Association of International Credential Evaluation Professionals, or TAICEP, has formed a task force to explore some of these issues and provide guidance. To this end, a number of documents from the Digital Student Data Task Force are forthcoming.[16]

Most commonly, digital records refer to educational records that are issued electronically, rather than in hard copy form, to the recipient (e.g., employer, new school…). For example, in the US, an external provider may be used by the university for this purpose, such as the National Student Clearinghouse or Parchment. Typically, an email is sent to the recipient with a link to download the transcript in the form of a PDF, often with an expiry date for retrieval.

Of course, there are also institutions that issue their own digital records directly. In one model, through an arrangement of the two schools or entities involved, the student's data may be transmitted directly into the recipient's database. In the US, a platform known as SPEEDE, or the Standardization of Postsecondary Education Electronic Data Exchange, helps facilitate this process, so that an image of the credential is never seen, whether in paper form or as a scan. It is purely transmitted as data. Such a process also exists for students in the Netherlands through a centralized system known as *Studielink* (de Leeuw et al, 2014).

Educational institutions may also decide to establish their own secure portal that enables access to student records or data. The International Baccalaureate (IB), for instance, established IBIS, the International Baccalaureate Information System. Schools may register and create an account with IBIS. Students applying to these schools may request the office to send their IB results virtually. An email is subsequently sent to the school to check its IBIS account.

There are also a number of institutions worldwide that are piloting the issuance of virtual credentials through the use of blockchain technology. For example, through an app on their smartphones, students at the Massachusetts Institute of Technology (MIT) are able to share their tamper-proof credentials with employers, schools and anyone they choose (Chakroun and Keevy, 2018). The idea behind blockchain is that there is a digital ledger, or global database, on which transactions can be recorded. Each transaction or block is encrypted and added to the existing series of blocks on the chain. Since a transaction/record cannot be altered afterwards without affecting all the other blocks on the chain, the system is regarded as secure.[17] Other educational institutions are also using or exploring the blockchain model, such as those located in Australia, the

16 Another organization that serves as a helpful resource is the Groningen Declaration Network, as it promotes the portability and integrity of digital student data globally (www.groningendeclaration.org).

17 However, there are concerns regarding the power requirements for blockchain (Chakroun and Keevy, 2018) and the shift of ownership from the awarding institution to the student.

Bahamas, Cyprus, France, Greece, India, Italy, Malta, and the United Arab Emirates.

In other instances, schools and employers may receive educational records in hard copy form. However, they are able to verify them online. At times, it may be as simple as educational institutions posting an online list or registry of their graduates, enabling the corroboration of the award of a qualification. Some registries are organized by year and degree, while others may only report current graduates. The websites of many universities in Iraq are one such example.

It is also helpful to note that, in many countries, professional licenses can also be verified online. Having this option is advantageous, as these licenses are contingent upon the receipt of a specific entry-level qualification in that particular field. For example, in the Philippines, the license may be verified for all fields of practice that require licensure on the website of the Professional Regulation Commission (PRC) (www.prc.gov.ph). If the Registered Nurse qualification is confirmed, it is an indication that the Bachelor of Science of Nursing was successfully earned by the candidate in question. In these cases, it is often beneficial to request a copy of the license from the applicant for purposes of corroboration and authentication. The online posting of registries of graduates or verification of professional licenses, admittedly, do not fall in the category of digital records.

Digital records may also have a secondary meaning, referring to paper documents that are issued with the intention of enabling immediate online verification. This is most typically initiated through a QR code and/or a portal where certain student details must be entered to enable authentication. One example is the West African Senior School Certificate (WASSC), which represents the completion of secondary education in West Africa, namely Ghana, Liberia, Nigeria, Sierra Leone and The Gambia. Through the use of scratch cards that provide pin and serial numbers, online verification is possible. In China, the Ministry of Education has established services that assist with the verification of completed studies. Depending on the level and type of study, verification reports are issued by the China Academic Degrees and Graduate Education Development Center (CDGDC) or by the China Higher Education Student Information and Career Center (CHESSIC). As of July 1, 2018, CDGDC verification reports are only available electronically.[18]

At the end of 2016, the government of India also established the creation of the National Academic Depository (NAD) to serve as a digital registry of educational records, both for secondary and higher education. To assist with the archival, retrieval, and verification of these documents, two providers were appointed: NSDL and CDSL, or National Securities Depository Limited and Central Depository Services Limited. Regardless of whom the state board or university enters into an arrangement with, students, employers, and schools can go to either entity for access and/or verification, once an account has been established. At present, the records of over 445,527 students have been placed in NAD. However, there are over 34 million higher education students in India, indicating there is still much archiving to cover.

Depending on the portal, whether it is hosted by an examining board, school, or professional/ministerial body, it is important to note that the format of verification results can vary. For example,

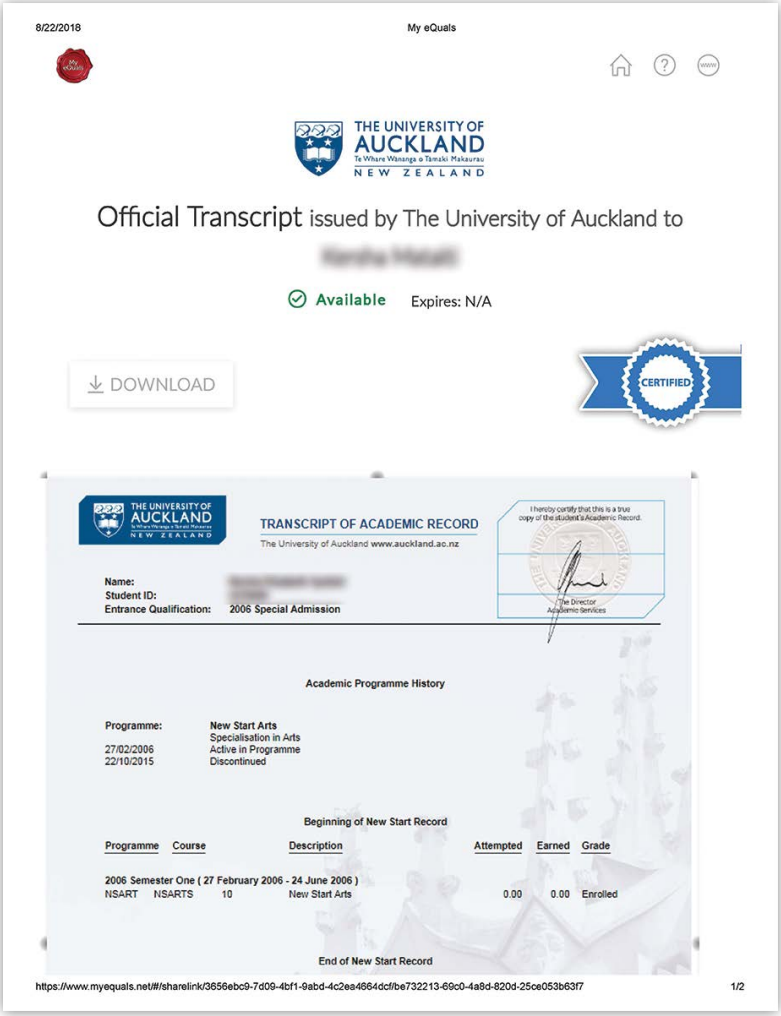
18 For an example of a CDGDC verification report, please see Section XI: Country Samples – China.

after the required fields are entered regarding the student (e.g., name, examination date, etc.), the credential alone may be confirmed, or the individual subject results may also be populated on one's computer monitor. And, in some instances, the entire academic record may be duplicated. Regardless, the use of an educational verification portal normally assumes that a copy of the student record has already been obtained by the user (physical or electronic) and consent is understood by the holder of the credential. In these instances, further authorization from the student is not required. Additionally, depending on the entity, verification services may be free or there could be a charge. TAICEP maintains a database that includes information on verification portals and contacts, managed by the Resources for Members Committee. Access is available to TAICEP members only (www.taicep.org).

In most instances, institutions that make digital records available to students will issue traditional hard copies as well. If the external provider/portal is not recognizable, the student's educational institution should be contacted for confirmation that it is legitimate. There is no doubt that digital records and opportunities for online verification will continue to grow. They will also negate the need for original academic records to be submitted by students, helping to streamline admissions and employment processing.

Example 35: Transcipt Issued through My eQuals (New Zealand) – 1 page

My eQuals is the digital platform used by all 47 public universities across Australia and New Zealand to issue their students' credentials electronically. (This arrangement is being implemented in stages between 2017 and 2020.) In this example, an email was sent by My eQuals, with a link to their portal, where the transcript can be viewed and downloaded.



8/22/2018 My eQuals

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

Official Transcript issued by The University of Auckland to

[redacted]

Available Expires: N/A

DOWNLOAD

CERTIFIED

THE UNIVERSITY OF AUCKLAND
Te Whare Wānanga o Tāmaki Makaurau
NEW ZEALAND

TRANSCRIPT OF ACADEMIC RECORD
The University of Auckland www.auckland.ac.nz

I hereby certify that this is a true copy of the student's Academic Record.

The Director
Academic Services

Name: [redacted]
Student ID: [redacted]
Entrance Qualification: 2006 Special Admission

Academic Programme History

Programme:	New Start Arts
	Specialisation in Arts
27/02/2006	Active in Programme
22/10/2015	Discontinued

Beginning of New Start Record

Programme	Course		Description	Attempted	Earned	Grade
2006 Semester One (27 February 2006 - 24 June 2006)						
NSART	NSARTS	10	New Start Arts	0.00	0.00	Enrolled

End of New Start Record

https://www.myequals.net/#/sharelink/3656ebc9-7d09-4bf1-9abd-4c2ea4664dcf/be732213-69c0-4a8d-820d-25ce053b63f7 1/2

Example 36: Degree Certificate with a QR Code (India) – 1 page

The Indian Institute of Technology Indore issues its degree certificates with a QR code. Upon scanning, it verifies the holder and the award of the degree from a secure site of the school.

भारतीय प्रौद्योगिकी संस्थान इन्दौर

अभिषद की अनुशंसा पर

संगणक विज्ञान एवं अभियांत्रिकी में प्रौद्योगिकी स्नातक के साथ
मानविकी एवं सामाजिक विज्ञान में अल्प विशेषज्ञता की उपाधि

[redacted]

को, जिन्होंने इस उपाधि हेतु निर्धारित आवश्यकताओं को सफलतापूर्वक पूर्ण किया है।
भारतीय गणराज्य के अंतर्गत इन्दौर में, चार नवम्बर दो हजार सत्रह को, संस्थान की मुद्रांकित यह उपाधि दी गई है।

Indian Institute of Technology Indore

Upon the recommendation of the Senate hereby confers the degree of

Bachelor of Technology *in* **Computer Science and Engineering** *with*
Minor Specialisation *in* **Humanities and Social Sciences** *on*

[redacted]

who has successfully completed all the prescribed requirements for the award of this degree. Given under the seal of the Institute at Indore in the Republic of India on the Fourth November, Two Thousand and Seventeen.

कुलसचिव
Registrar

अध्यक्ष, अभिषद
Chairman, Senate

अध्यक्ष, अभिशासक परिषद
Chairman, Board of Governors

Reg.No.: [redacted]

academic.iiti.ac.in

Indian Institute of Technology Indore
Academics

Roll No.	[redacted]
Name	[redacted]
Department	**Computer Science & Engineering**
Year of Admission	**2013**
Program	**B.Tech.**

Example 37: Transcript with a QR Code (China) – 1 page

Zhejiang University issues its transcripts with a QR code. Unlike the previous example, upon scanning, it provides a reproduction of the actual academic record from a secure site of the school.

浙江大学
ZHEJIANG UNIVERSITY

自助打印专用纸.

Transcript for Master Degree Graduate Student of Zhejiang University
Graduate School

Student ID:	Name:	Sex: Female
College/Dept: College of Software Technology	Speciality: Software Engineering	Years of Program: 2.0
Credits Required for Graduation/Credits Obtained: 24.0/29.0	Whether the course credits have been completed: No	
Date of Entrance: September 2015	Graduation Date:	
Degree Certificate No.:	Diploma Certificate No.:	
Degree Type:	Degree Granted:	

Period of Time	Name of Course	Credit	Score	Course Nature
2015,Spring	Dialectics of Nature	1.0	68	General
2015,Spring	English Test for Graduate Students	1.0	60	General
2015,Spring	English Communication for Graduate Students	1.0	75	General
2015,Spring	Research in the Theory and Practice of Socialism with Chinese Characteristics	2.0	80	General
2015,Spring	Product innovation and business model	2.0	91	Optional
2015,Spring	Cultural Construction	2.0	89	Optional
2015,Autumn	Interaction Design	2.0	89	Compulsory
2015,Autumn	Design Engineering	2.0	86	Optional
2015,Winter	Integration and creative design	3.0	87	Compulsory
2015,Winter	Product Design Project Management	2.0	92	Compulsory
2015,Winter	Service Design	2.0	85	Optional
2015,Spring-Summer	Product Design and Practice Information	3.0	86	Optional
2015,Spring-Summer	Project Training	3.0	90	Optional
2015,Autumn-Winter	The System Analysis and Design of Product	3.0	90	Compulsory
----------End----------				
Thesis Topic				

1.Three grade systems are used simultaneously in Zhejiang University Graduate School, specifically as follows:
(1)The Percentage System: Above 60 is Passing, 100 is Full Mark; (2)Two Degrees Grading: Pass(P), or Fail(F); (3)Five degree grading:Excellent(A),Good(B),Fair(C
2."*" denotes retake course
3.From Sept.15th, 1998, Zhejiang U and Zhejiang Medical University merge into Zhejiang University.

VERIFICATION

浙江大学研究生院
School of Zhejiang University
2016/09/23

grs.zju.edu.cn

Example 38: Verification of the West African Senior School Certificate (West Africa) – 2 pages

The WASSC represents the completion of secondary education in West Africa, namely Ghana, Liberia, Nigeria, Sierra Leone and The Gambia. This credential can be verified online through the use of a scratch card that is provided by the student. (see following page)

The West African Examinations Council

West African Senior School Certificate
For School Candidates

2017

This is to Certify that:

born on:

sex: MALE

whose photograph is embossed, having been in attendance at

KING SOLOMON'S COLLEGE, OWA EKEI

sat the West African Senior School Certificate Examination and obtained the results shown below:

SUBJECT	GRADE
MARKETING	D7
ECONOMICS	B3
GEOGRAPHY	B3
CIVIC EDUCATION	B3
ENGLISH LANGUAGE	C5
MATHEMATICS	A1
BIOLOGY	B3
CHEMISTRY	A1
PHYSICS	B3
SUBJECT RECORDED	NINE

CD 00

Candidate No.

Chairman of Council

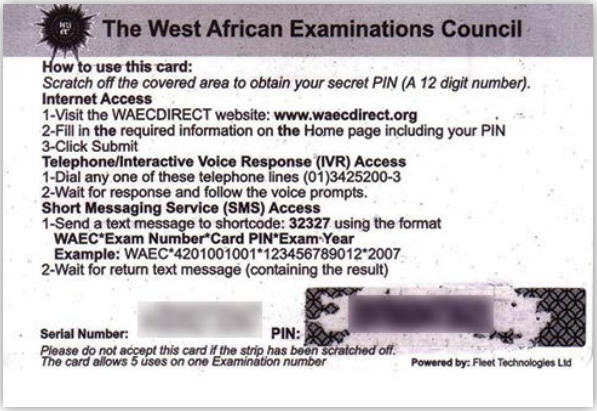
Certificate No.

NGWASSCS

Registrar to Council

Any alteration, erasure or absence of photograph renders this Certificate invalid.

The scratch card provides a pin and a serial number that are entered on the website of the West African Examinations Council (WAEC). After the required fields are entered, the results may be generated for examinations dating back to 1980. The cost of a scratch card in Nigeria, at present, is 450 naira or $1.25 USD. The same pin number may be used for up to 5 times.



The West African Examinations Council

How to use this card:
Scratch off the covered area to obtain your secret PIN (A 12 digit number).
Internet Access
1-Visit the WAECDIRECT website: **www.waecdirect.org**
2-Fill in the required information on the Home page including your PIN
3-Click Submit
Telephone/Interactive Voice Response (IVR) Access
1-Dial any one of these telephone lines (01)3425200-3
2-Wait for response and follow the voice prompts.
Short Messaging Service (SMS) Access
1-Send a text message to shortcode: **32327** using the format
WAEC*Exam Number*Card PIN*Exam Year
Example: WAEC*4201001001*123456789012*2007
2-Wait for return text message (containing the result)

Serial Number: **PIN:**
Please do not accept this card if the strip has been scratched off.
The card allows 5 uses on one Examination number
Powered by: Fleet Technologies Ltd

Example 39: *Licencia de Enseñanza Media* (Chile) – 1 page

This document represents the traditional *Licencia de Enseñanza Media* (Diploma of Secondary Education) that is issued.

REPÚBLICA DE CHILE
MINISTERIO DE EDUCACIÓN
DIVISIÓN DE EDUCACIÓN GENERAL

Región Metropolitana
Provincia Santiago
Comuna Las Condes
Rol Base de Datos
Año Escolar 2017

Licencia de Enseñanza Media

Certifico que, según consta en el Registro respectivo Nº 42 Año 2017
del Colegio Pedro de Valdivia Las Condes
Se otorgó Licencia de Enseñanza Media a
Don(ña)
R.U.N.: , quien aprobó los estudios correspondientes a este nivel.

Marcela C. Rossi PhD
Nombre, Apellidos, Firma y Timbre
Director(a) del Establecimiento.

COLEGIO PEDRO DE VALDIVIA LAS CONDES
MARCELA C. ROSSI
DIRECTORA

Santiago 01 de Diciembre de 2017

PRODUC LTDA. / Teléfono: 22/763869 / info@producltda.cl - www.producltda.cl

M.31

English Translation:

Republic of Chile
Ministry of Education
General Education Division

Metropolitan Region
Santiago Province
Las Condes District
National Database #
2017 School Year

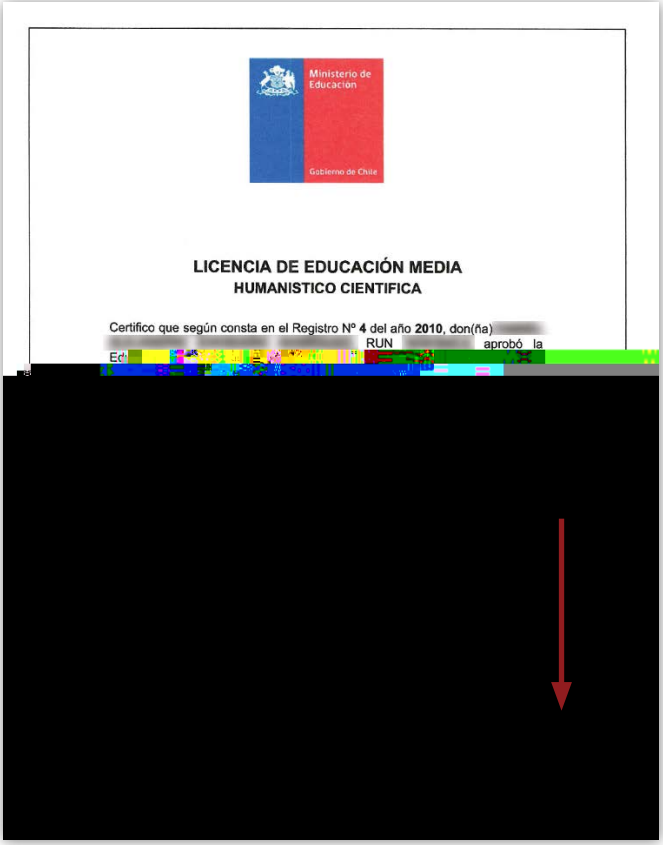
Diploma of Secondary Education

I hereby certify that, according to the respective Registry No. 42 of the year 2017,
The Pedro de Valdivia Las Condes School
awarded the Diploma of Secondary Education
to (student's name)
ID No.
who passed the studies corresponding to this level.

[signature]
Principal
Santiago, December 1, 2017

Example 40: Digital Record/Verification of the *Licencia de Enseñanza Media* (Chile) – 3 pages

This digital record allows users to verify the credential on a designated website of the Ministry of Education. Authentication is possible through scanning the QR code or entering the code provided at the bottom of the document.



Ministerio de Educación

Gobierno de Chile

LICENCIA DE EDUCACIÓN MEDIA
HUMANISTICO CIENTIFICA

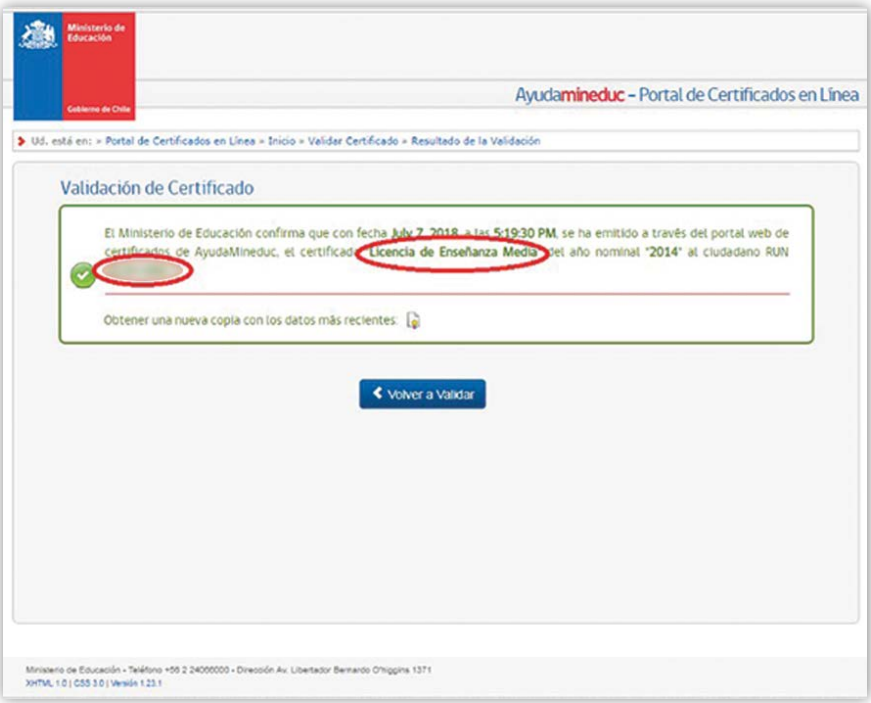
Certifico que según consta en el Registro Nº **4** del año **2010**, don(ña) [redacted] RUN [redacted] aprobó la

English Translation:

Diploma of Secondary Education

I certify that, according to Registry No. 4 of the year 2010, (student's name), citizen number (number), passed his secondary education with a humanistic scientific focus, in the educational establishment Las Americas School, located in La Reina, Metropolitan Region.

[signature]
Coordinator
National Unit of Curricular Registration



English Translation:

Validation of Certificate

The Ministry of Education confirms that, on July 7, 2018, at 5.19pm, the Diploma of Secondary Education of the year 2014 was issued through the web portal of the Ministry to RUN citizen no XXX.

Obtain a new copy with the most recent data.

[Note: The RUN (Rol Único Nacional) is a unique national number issued by the Identification and Civil Registration Service in Chile.]

XI. Country Samples: China, India, Iran and Mexico

This section covers the most common types of academic records one will find at the secondary and postsecondary levels from four countries – China, India, Iran and Mexico. This document collection highlights the native terminology used in each country for educational documentation and demonstrates the variety of records that exist from region to region, whether official or unofficial. Opportunities for verification are also highlighted for documents from China and Mexico.

China

- Official Academic Records
  - » 成绩单 (Transcripts)
  - » 毕业证书 (Graduation Certificates)
  - » 学位证书 (Degree Certificates)
- Official Language of Record
  - » Graduation and Degree Certificates are issued in Chinese.
  - » Transcripts may be found in Chinese or in a bilingual format.
  - » Transcripts issued in English on school paper are acceptable.
- Unofficial Records
  - » Transcripts issued in English on plain paper
  - » 公证书 (Notarial booklets/certificates)

Example 41: High School Transcript (China) – 1 page

While there is no standardized format for high school transcripts, the bilingual example below is a common pattern found in China, showing all 3 years of study.

上海市松江区民办茸一中学

Student Transcript

学生成绩单

Name: [redacted] Sex: Female Date of Birth: [redacted]
姓名：[redacted] 性别:女 出生年月：[redacted]
School: Rongyi Middle School of Songjiang Shanghai City
学校： 上海市松江区民办茸一中学

Grade 年级 / Term 学期	高一年级 Grade 10				高二年级 Grade 11				高三年级 Grade 12			
Grade 年级 / Course 课程	First term 第一学期		Second Term 第二学期		First Term 第一学期		Second Term 第二学期		First Term 第一学期		Second Term 第二学期	
Chinese 语文	86	A	87	A	86	A	86	A	86	A	85	A
Mathematic 数学	88	A	85	A	87	A	85	A	85	A	86	A
English 英语	86	A	89	A	86	A	89	A	88	A	86	A
Politics 政治	85	A	86	A								
Physics 物理	83	B	85	A	88	A	86	A	84	B	85	A
Biology 生物	85	A	86	A	89	A	88	A	85	A	89	A
Chemistry 化学	90	A	87	A	87	A	86	A	85	A	88	A
History 历史	88	A	90	A								
Geography 地理	90	A	91	A								
Computer 微机	87	A	85	A	87	A	85	A	86	A	86	A
Sports 体育	89	A	87	A	90	A	86	A	86	A	85	A
Music 音乐	85	A	85	A	87	A	90	A	86	A	87	A
Painting 美术	86	A	85	A	85	A	87	A	87	A	86	A

The full mark of each subject is a hundred.
所有科目的满分值为 100 分。
The score were converted to A、B、C、D，according to the following list.
A: 85-100 B: 75-84 C: 65-74 D: under 65
分数通过如下标准转换为等级 A、B、C、D
A: 85-100 B: 75-84 C: 65-74 D: under 65
School: Rongyi Middle School of Songjiang Shanghai City
学校： 上海市松江区民办茸一中学

Example 42: High School Graduation Certificate (China) – 2 pages

Diplomas in China are always issued in booklet form. The image below is the outside cover.

English Translation:

Shanghai City Senior Secondary School

Graduation Certificate

The high school diploma shown below is found on the inside of the booklet. The diploma format in China varies by province/municipality. This example is from the Shanghai municipality. Some provinces, like Henan, also have portals where the high school diploma can be verified online in Chinese.

高中毕业证书

学生 性别女，

于 二零零三年九月

起至 二零零六 年 六月在本校学习，修业

期满，成绩合格，准予毕业。特发此证。

学校（章） 校长（章）

上海市松江区民办荣一中学

王仪

证书编号:

学 籍 号:

二零零六年七月

English Translation:

Senior Secondary Graduation Certificate
Diploma No:
Student ID:

Student --------, gender ---------, born on ----------, studied in our high school program from September 2003 to June 2006, and satisfactorily completed all the required courses. The diploma is hereby granted.

Rongyi Secondary School of Songjiang, Shanghai City

Principal

July 2006

Example 43: Unofficial University Transcript (China) – 1 page

There is no standardized format for university transcripts in China. It is advised that transcripts issued in Chinese be required. It is not uncommon for students to prepare English versions of their transcripts to present to their school for certification with the institutional seal. However, verification of the contents by the school does not always take place before the application of the institutional seal. Transcripts in English are therefore regarded as unreliable (Feagles, 1992). See also Examples 44 and 45 for comparison.

Sanya University

STUDENT'S ACADEMIC RECORD OF SANYA UNIVERSITY

School/Dep: College of Finance and Economics **Class: Accounting 1003**

Name: [redacted] **Sex: Female** **Student No.:** [redacted]

Semester	Course	Score	Credit	Semester	Course	Score	Credit
10-11 1st semester	Advanced Mathematics-3 Part One	69	6	11-12 2nd semester	Statistics	82	3
10-11 1st semester	College English-1	74	6	11-12 2nd semester	Finance	84	2
10-11 1st semester	Physical Education-1	78	1	11-12 2nd semester	Money and Banking	B	2
10-11 1st semester	Basis of Computer Science	87	3	11-12 2nd semester	Philosophy	A	1
10-11 1st semester	Moral Education and Introduction to Law	89	2	12-13 1st semester	Tax Law	64	3
10-11 1st semester	Policy and Political Situation Analysis-1	A	1	12-13 1st semester	Management Accounting	68	3
10-11 1st semester	Policy and Political Situation Analysis-2	A	1	12-13 1st semester	Financial Management	69	4
10-11 1st semester	Applied Chinese Essay Writing	A	5	12-13 1st semester	Tax accounting	87	2
10-11 2nd semester	Micro Economics	65	3	12-13 1st semester	Specialized English	A	2
10-11 2nd semester	Advanced Mathematics -3 Part Two	68	5	12-13 1st semester	Electronic Business	A	2
10-11 2nd semester	VFP Language and Programming	72	6	12-13 1st semester	Marketing	A	2
10-11 2nd semester	College English-2	76	4	12-13 1st semester	Financial Accounting 2	92	3
10-11 2nd semester	Brief Introduction of Chinese History	86	2	12-13 2nd semester	Advanced Financial Accounting	75	4
10-11 2nd semester	Basic Principles of Marxism	88	2	12-13 2nd semester	Assets Appraisal	B	2
10-11 3rd semester	VFP Course Design	D	1	12-13 2nd semester	Cost Accounting	86	3
10-11 3rd semester	The Ideology of Mao, Deng, San	D	2	12-13 2nd semester	Financial Enterprise Accounting	A	2
10-11 3rd semester	Cognition Practice of the Management Branch School	A	1	12-13 2nd semester	Financial Accounting 1	94	3
11-12 1st semester	Introduction to China's Managerial Economics	D	1	12-13 2nd semester	Macro-Economics	98	2
11-12 1st semester	College English-3	71	5	13-14 1st semester	Financial Statement Analysis	74	2
11-12 1st semester	Linear Algebra	72	4	13-14 1st semester	Corporate Culture	B	2
11-12 1st semester	Principles of Management	85	4	13-14 1st semester	Auditing	88	4.5
11-12 2nd semester	Market economics	85	2	13-14 1st semester	Econometrics	A	2
11-12 2nd semester	Mao Zedong Thought and Socialism with Chinese Charact	87	4	13-14 1st semester	International Business Negotiation	A	2
11-12 2nd semester	College English-4	69	5	13-14 1st semester	Computer Accounting	A	2
11-12 2nd semester	Law of Economy	C	2	13-14 2nd semester	Dissertation	B	8
11-12 2nd semester	Foundations of Accounting	78	3	13-14 2nd semester	Graduation Practice	A	8
11-12 2nd semester	Management Information System	79	3				

Note:The grades used in the Institute as follows A(90~100) B(80~89) C(70~79) D(60~69) E(below60)

Sanya University
Academic Affaires Office
Date:06/16/2014

Address: Sanya University, Xueyuan RD, Sanya, Hainan, China Post Code: 572022 Phone: 0898-88386713

Example 44: Official University Transcript (China) – 1 page

Chinese is the official language of issue in China. The transcript below would be acceptable as official. (See following page for English version.) Also acceptable are bilingual transcripts, which are commonly issued in Chinese and English.

暨 南 大 学 本 科 学 生 成 绩 单

Undergraduate Transcript of Jinan University

学号：
姓名：
性别：女　出生日期：
国际学院　金融学专业
学制：4年　入学日期：2013年09月

课程代号	课程名称	学分	成绩	学分绩点
2013-2014学年上学期				
01010020	思想道德修养与法律基础	3.0	94.0	13.20
01030008	大学写作	2.0	87.0	7.40
01040001	体育 I	1.0	90.0	4.00
05021109	综合英语 I	4.0	84.0	13.60
05023021	英语口语	2.0	90.0	8.00
60000002	计算机文化基础（全英）	2.0	85.0	7.00
60000012	高等数学 I（全英）	3.0	71.0	6.30
本学期平均学分绩点:3.5		17.0		59.50
2013-2014学年下学期				
01009264	公共关系与人际关系	2.0	95.0	9.00
01010018	中国近现代史纲要	2.0	80.0	6.00
01040002	体育 II	1.0	97.0	4.70
05021054	英语写作	2.0	89.0	7.80
05021115	综合英语 II	2.0	86.0	7.20
05023022	英语听力	2.0	85.0	7.00
60000013	高等数学 II（全英）	3.0	97.0	14.10
60030006	微观经济学（全英）	3.0	91.0	12.30
60030007	宏观经济学（全英）	3.0	77.0	8.10
60040002	会计学原理（全英）	3.0	74.0	7.20
本学期平均学分绩点:3.63		23.0		83.40
本学年平均学分绩点:3.57		40.0		142.90
2014-2015学年上学期				
01009445	色彩感觉与色彩设计	2.0	83.0	6.60
01010031	毛泽东思想和中国特色社会主义理论体系概论(上)	3.0	89.0	11.70
01040003	体育III	1.0	89.0	3.90
60000014	高等数学III（全英）	3.0	81.0	9.30
60030002	统计学原理（全英）	3.0	91.0	12.30
60030010	国际贸易（全英）	3.0	71.0	6.30
60030030	财政学（全英）	3.0	77.0	8.10
60050039	货币金融学（全英）	3.0	84.0	10.20
本学期平均学分绩点:3.26		21.0		68.40
2014-2015学年下学期				
01010032	毛泽东思想和中国特色社会主义理论体系概论(下)	3.0	88.0	11.40
01040004	体育IV	1.0	94.0	4.40
60000015	高等数学IV（全英）	3.0	60.0	3.00
60030009	国际金融（全英）	3.0	70.0	6.00
60050002	保险学（全英）	3.0	82.0	9.60
60050022	金融服务与营销（全英）	2.0	81.0	6.20
60050031	个人理财（全英）	2.0	87.0	7.40
60050042	金融经济学（全英）	3.0	81.0	9.30
本学期平均学分绩点:2.87		20.0		57.30
本学年平均学分绩点:3.07		41.0		125.70

----------转右栏----------

课程代号	课程名称	学分	成绩	学分绩点
2015-2016学年上学期				
07009198	科学新视野	1.0	92.0	4.20
07009220	转基因与食品安全	2.0	85.0	7.00
60050003	公司金融（全英）	3.0	91.0	12.30
60050005	金融计量学（全英）	3.0	73.0	6.90
60050013	国际结算（全英）	3.0	75.0	7.50
60050014	行为金融概论(全英)	2.0	93.0	8.60
60050053	固定收益投资（全英）	3.0	82.0	9.60
本学期平均学分绩点:3.3		17.0		56.10
2015-2016学年下学期				
01009512	大学生职业素养与就业指导	1.0	96.0	4.60
01010030	马克思主义基本原理概论	3.0	86.0	10.80
60030027	国际金融市场（全英）	3.0	88.0	11.40
60050040	投资学（全英）	3.0	82.0	9.60
60050048	金融热点讲座 II（全英）	2.0	94.0	8.80
60050051	股权投资（全英）	3.0	70.0	6.00
60050052	衍生品投资（全英）	3.0	66.0	4.80
本学期平均学分绩点:3.11		18.0		56.00
本学年平均学分绩点:3.2		35.0		112.10
2016-2017学年上学期				
07009241	改变生活的通信技术	2.0	77.0	5.40
60030032	国际税收（全英）	3.0	62.0	3.60
60050019	房地产金融（全英）	2.0	79.0	5.80
60050041	投资组合管理（全英）	3.0	77.0	8.10
60050044	比较金融理论（全英）	2.0	77.0	5.40
本学期平均学分绩点:2.36		12.0		28.30
2016-2017学年下学期				
01010024	形势与政策	2.0	91.0	8.20
50019002	毕业论文	8.0	78.0	22.40
50029002	毕业实习	4.0	95.0	18.00
本学期平均学分绩点:3.47		14.0		48.60
本学年平均学分绩点:2.96		26.0		76.90

**********成绩单总计**********
应修必修课学分：94.00 已得必修课学分：94.0
应修选修课学分：46.00 已得选修课学分：48.0
应修总学分：140.00 已得总学分：142.0
总平均学分绩点:3.22
**********以下空白(成绩后带"*"的为补考成绩)**********

共 1 页第 1 页　(WAP)验证网址(Confirm The Website: http://jdjw.net

教务处处长签名
Director's Signature

教务处盖章
Stamp of Office of Academic Affairs

暨南大学 教务处 DEAN'S OFFICE JINAN UNIVERSITY

打印员 yihui
Typist

打印日期 2017年06月26日
Date Issued

Example 45: Official University Transcript (China) – 1 page

Although this transcript is in English, it is issued on school letterhead or stationery rather than on plain paper. As such, this would be acceptable as an official record of study. See also Example 44.

暨南大学本科学生成绩单

Undergraduate Transcript of Jinan University

Student ID:
Name:
Gender: F Birth:
Finance
International School
Schooling Period: 4 years, Admission: Sep., 2013

Code	Course Title	Cred	Grd	Pts
2013-2014	First Semester			
01010020	Moral Education & Law	3.0	94.0	13.20
01030008	College Writing	2.0	87.0	7.40
01040001	Physical Education I	1.0	90.0	4.00
05021109	Comprehensive English I	4.0	84.0	13.60
05023021	Oral English	2.0	90.0	8.00
60000002	Basis of Computer Literacy	2.0	85.0	7.00
60000012	Advanced Mathematics I	3.0	71.0	6.30
Average Points:3.5		17.0		59.50
2013-2014	Second Semester			
01009264	Public & Human Relation	2.0	95.0	9.00
01010018	Outline of Modern Chinese History	2.0	80.0	6.00
01040002	Physical Education II	1.0	97.0	4.70
05021054	English Writing	2.0	89.0	7.80
05021115	Comprehensive English II	2.0	86.0	7.20
05023022	English Listening	2.0	85.0	7.00
60000013	Advanced Mathematics II	3.0	97.0	14.10
60030006	Microeconomics	3.0	91.0	12.30
60030007	Macroeconomics	3.0	77.0	8.10
60040002	Financial Accounting I	3.0	74.0	7.20
Average Points:3.63		23.0		83.40
Year Average Points:3.57		40.0		142.90
2014-2015	First Semester			
01009445	Color Sciece for Color Design	2.0	83.0	6.60
01010031	Introduction to Mao Zedong Thought & the Theory System of Socialism with Chinese	3.0	89.0	11.70
01040003	Physical Education III	1.0	89.0	3.90
60000014	Advanced MathematicsIII	3.0	81.0	9.30
60030002	Principles of Statistics	3.0	91.0	12.30
60030010	International Trade	3.0	71.0	6.30
60030030	Public Finance	3.0	77.0	8.10
60050039	Money & Finance	3.0	84.0	10.20
Average Points:3.26		21.0		68.40
2014-2015	Second Semester			
01010032	Introduction to Mao Zedong Thought & the Theory System of Socialism with Chinese	3.0	88.0	11.40
01040004	Physical Education IV	1.0	94.0	4.40
60000015	Advanced MathematicsIV	3.0	60.0	3.00
60030009	International Finance	3.0	70.0	6.00
60050002	Insurance	3.0	82.0	9.60
60050022	Financial Servicing and Marketing	2.0	81.0	6.20

----------To be continued on the right column----------

Code	Course Title	Cred	Grd	Pts
60050031	Personal Finance	2.0	87.0	7.40
60050042	Financial Economics	3.0	81.0	9.30
Average Points:2.87		20.0		57.30
Year Average Points:3.07		41.0		125.70
2015-2016	First Semester			
07009198	New Views of the Science Kingdom	1.0	92.0	4.20
07009220	Transgenic and Food Safety	2.0	85.0	7.00
60050003	Corporate Banking	3.0	91.0	12.30
60050005	Financial Econometrics	3.0	73.0	6.90
60050013	International Settlement	3.0	75.0	7.50
60050014	Introduction to Behavior Finance	2.0	93.0	8.60
60050053	Fixed Income Investments	3.0	82.0	9.60
Average Points:3.3		17.0		56.10
2015-2016	Second Semester			
01009512	Career Planning for College Students	1.0	96.0	4.60
01010030	Outline of Marxism Basic Principles	3.0	86.0	10.80
60030027	International Financial Market	3.0	88.0	11.40
60050040	Investment	3.0	82.0	9.60
60050048	Lecture on Financial Hot Topics-II	2.0	94.0	8.80
60050051	Equity Investment	3.0	70.0	6.00
60050052	Derivatives Investment	3.0	66.0	4.80
Average Points:3.11		18.0		56.00
Year Average Points:3.2		35.0		112.10
2016-2017	First Semester			
07009211	Introduction of Communication Technologies	2.0	77.0	5.40
60030032	International Taxation	3.0	62.0	3.60
60050019	Real Estate Financing	2.0	79.0	5.80
60050041	Management of Portfolio Investment	3.0	77.0	8.10
60050044	Comparison of Financial Theory	2.0	77.0	5.40
Average Points:2.36		12.0		28.30
2016-2017	Second Semester			
01010024	Domestic & International Policy Study	2.0	91.0	8.20
50019002	Graduate Thesis	8.0	78.0	22.40
50029002	Graduate Internship	4.0	95.0	18.00
Average Points:3.47		14.0		48.60
Year Average Points:2.96		26.0		76.90

**********Transcript Totals**********
Total Credits Required:140.00 Credits Obtained:142.0
Overall Average Credit Points:3.22
*****End of Transcript(Grades with "*" are re_examination)****

1 pages, page 1 (WAP)验证网址(Confirm The Web Site: http://202.116.1.182:9002/SPRINT/

教务处处长签名 Director's Signature

教务处盖章 Stamp of Office of Academic

暨南大学 教务处 DEAN'S OFFICE JINAN UNIVERSITY

打印员 Typist ZzPrtUser

打印日期 Date Issued 08-16-2017

Example 46: University Graduation Certificate (China) – 2 pages

Upon completion of a university degree program in China (i.e., Bachelor, Master, Doctor), two certificates are issued – the Graduation Certificate and the Degree Certificate. The Graduation Certificate is an indication that the general required coursework has been completed. However, on its own, it is not an indication of the award of the degree (see following page for further discussion).

Although graduation (and degree) certificates are always issued in a booklet cover, such as the one below, the certificates may be removed from the cover and submitted separately.

English Translation:

Jinan University

Graduation Certificate

It is possible for a student to receive a graduation certificate and not a degree certificate, as there are other additional requirements for the conferral of the degree. For example, it may be that the student did not pass the required foreign language examinations or because the grades were too low. For this reason, graduation certificates on their own do not serve as an indication of the award of the degree.

Note that between 1985 and 1991, the graduation and degree certificates were one combined document for the Bachelor's degree. However, in 1992, they became separate documents again (Lin and Tse, 2004).

普通高等学校

毕业证书

学生 [redacted] 性别 [redacted]，于二〇一三年

九 月至 二〇一七年 六 月在本校 金融学(全英语教学) 专业

四 年制本科学习，修完教学计划规定的全部课程，成绩合格，准予毕业。

校 名： 校 长：

证书编号： [redacted] 二〇一七年 六 月 二十六日

查询网址：http://www.chsi.com.cn

English Translation:

Regular Higher Education Institution

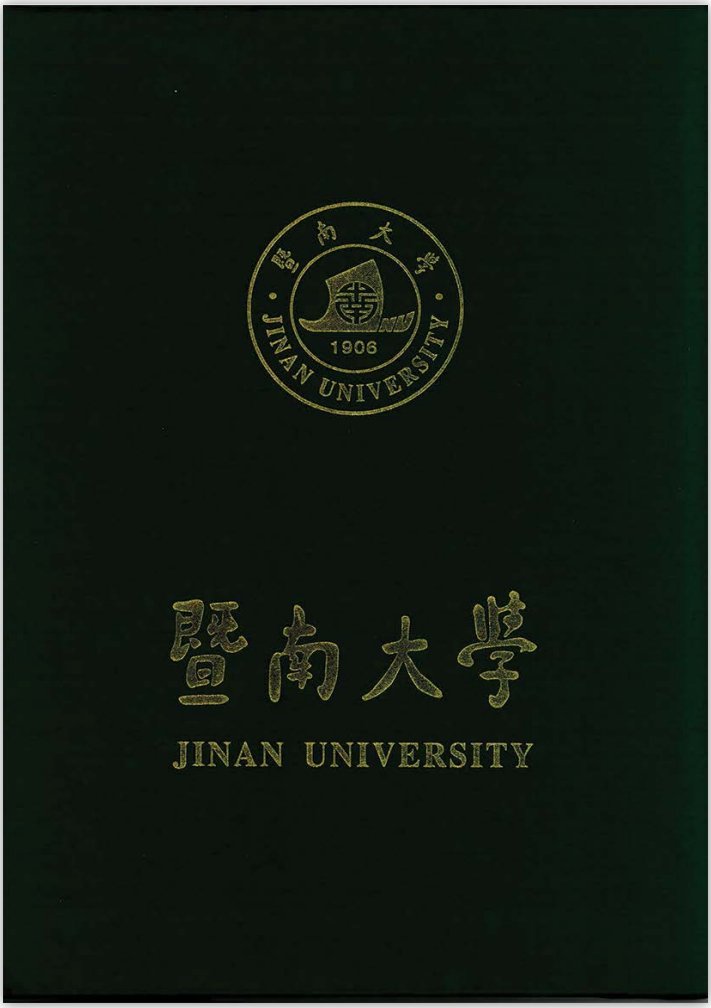
Graduation Certificate

Student -------, gender --------, born on ----------, studied Finance from September 2013 to June 2017. Having completed the four-year undergraduate program and successfully satisfied the requirements, s/he has qualified to graduate.

Jinan University *President*
Diploma Number *June 19, 2017*

Example 47: University Degree Certificate (China) – 2 pages

The degree certificate represents the actual conferral of the degree in China (i.e., Bachelor, Master, Doctor). All requirements have been fulfilled and there is nothing outstanding. Below is an example of the booklet cover for the degree certificate.



Prior to 2016, all degree certificate formats were standardized by the Ministry of Education. However, universities are now authorized to issue any degree certificate format (Stroud and Funaki, 2016). Previously, degree certificates were uniform, in landscape format, with the seal of the State.[19]

19 See Example 6 for an image of the previous degree certificate format in China.

暨南大學
JINAN UNIVERSITY

学士学位证书

[redacted]。在暨南大学金融学(全英语教学)专业完成了本科学习计划，业已毕业，经审核符合《中华人民共和国学位条例》的规定，授予经济学学士学位。

校　　长

学位评定委员会主席

证书编号:
[redacted]

二〇一七年六月二十六日

（普通高等教育本科毕业生）

English Translation:

Jinan University

Degree Certificate

(Name), (gender), was born on (date). S/he completed an undergraduate program in Finance at Jinan University and has satisfied the requirements prescribed for graduation. Found to have fulfilled the requirements of the <<Regulation of the People's Republic of China Regarding Academic Degrees>>, s/he has been awarded the degree of Bachelor of Economics.

Chairman of Degree Assessment Committee

Diploma Number

2017 June 16

(Graduate of Regular Higher Education Undergraduate Studies)

Example 48: Certified Copy of a Graduation Certificate (China) with Translation – 1 page

It is common for universities to issue certified copies of the graduation and degree certificates, along with an English translation in the format shown below. These are frequently presented in school-sealed envelopes.

普通高等学校

毕业证书

[redacted]，于二〇一三年 九月

至二〇一七年 六月在本校普通全日制 软件工程 专业

四年制本科学习，修完教学计划规定的全部课程，成绩合格，准于毕业。

校 名：四川大学 校 [signature]

证书编号：[redacted] 二〇一七年 六 月十九 日

SICHUAN UNIVERSITY

THIS IS TO CERTIFY THAT

[redacted]

[redacted], born on [redacted], majored in Software Engineering in this university from September 2013 to June 2017. Having completed the four-year undergraduate program and passed the examinations, she is hereby allowed to graduate.

President *Xie Heping*

June 19, 2017

Diploma number [redacted]

Example 49: CDGDC Report (China) – 1 page

The China Academic Degrees and Graduate Education Development Center (CDGDC) is one of two verification services appointed by the Ministry of Education in China. The example below is authenticating the studies completed by a student at Nanjing University. This version of the report can further be verified by going online or by scanning the QR code, which reproduces the report on the CDGDC site (www.chinadegrees.cn). CDGDC reports on blue paper were an indication that the studies are authentic, whereas those on pink paper were an indication that they are inauthentic. As of July 2018, paper reports are no longer issued, and verifications are only available digitally and in Chinese.

教育部学位与研究生教育发展中心
CHINA ACADEMIC DEGREES & GRADUATE EDUCATION DEVELOPMENT CENTER

认 证 报 告
CREDENTIALS REPORT

OFFICIAL DB
JAN 17 2017

DATE: 2017-01-12
FILE NO.:
APPLICATION NO.:

TO WHOM IT MAY CONCERN,
This is to certify [redacted] Academic Records.
Nanjing University/南京大学 is recognized as higher education institution by the Ministry of Education of China. [redacted] has been studying undergraduate program of Industrial Engineering from 2013 to present and passed some examinations in prescribed courses with qualified records.
The Attachments are included in the credential.

NOTHING FOLLOWS

China Academic Degrees and Graduate Education Development Center

China Academic Degrees and Graduate Education Development Center (CDGDC) is the only professional organization authorized by the Academic Degrees Committee of the State Council of P. R. China to verify Chinese degrees and academic transcripts. You can either scan the two-dimension code on the right or log on our webpage (http://www.chinadegrees.cn/cqva/gateway.html) to authenticate this verification report.

www.chinadegrees.cn
中国学位认证
CHINA QUALIFICATION VERIFICATION (CQV)
查询结果

Example 50: Notarial Booklet (China) – 1 page

As noted in Section III, notarial booklets containing copies of the academic records, along with English translations, are common in China. However, notaries are only certifying that the enclosed documents are copies of the original. They are not in the position to authenticate the contents of the academic records.

公 证 书

中华人民共和国浙江省湖州市华信公证处

English Translation:

Notarial Certificate

Huzhou City, Huaxin Notary Office of the People's Republic of China

India

- Official Academic Records
  - » University or Board-Issued Mark Sheets are typically issued for all years (or semesters) of study.
    Mark sheets may also be called memorandum of marks or statement of marks. At times, they may also be referred to as grade cards and transcripts.
  - » Final Degree Certificates
  - » Provisional Degree Certificate, if the final degree certificate is unavailable
    Note that the provisional degree certificate should be issued by the degree-granting institution, specifying the name of the qualification and the degree classification of the student.
- Official Language of Record
  - » Official documents are usually available in English.
  - » Degree certificates may be found in a bilingual format (English and a native or regional language, such as Hindi, Punjabi, or Tamil).
- Unofficial Records
  - » School-issued documents for postsecondary studies
  - » School-issued documents for secondary studies, if the board examinations have been taken

Example 51: Higher Secondary Certificate (India) – 1 page

This credential represents the completion of secondary education in India. The format varies by state/examining board. The names of the credential can also vary, including among others, Higher Secondary Certificate, Senior Secondary Certificate, Intermediate Examination Certificate, and Pre-University Examination Certificate. In this example, the document serves as both the certificate and as a record of the examination results.

महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे
Maharashtra State Board Of
Secondary and Higher Secondary Education, Pune

मुंबई विभागीय मंडळ / MUMBAI DIVISIONAL BOARD

उच्च माध्यमिक प्रमाणपत्र परीक्षा – गुणपत्रक

HIGHER SECONDARY CERTIFICATE EXAMINATION - STATEMENT OF MARKS

शाखा STREAM	आसन क्रमांक SEAT NO.	केन्द्र क्रमांक CENTRE NO.	जिल्हा व उच्च.माध्य.शाळा क्रमांक DIST.& HR.SEC.SCHOOL NO.	परीक्षेचा महिना व वर्ष MONTH & YEAR OF EXAM.	गुणपत्रिकेचा अनुक्रमांक SR.NO. OF STATEMENT
COMMERCE	[redacted]	3007	31.01.003	FEBRUARY-17	[redacted]

उमेदवाराचे संपूर्ण नाव (आडनाव प्रथम) / CANDIDATE'S FULL NAME (SURNAME FIRST)

[redacted]

उमेदवाराच्या आईचे नाव / CANDIDATE'S MOTHER'S NAME [redacted]

विषयाचा सांकेतिक क्रमांक व विषयाचे नाव Subject Code No. and Subject Name	*माध्यम Medium	कमाल गुण Max. Marks	प्राप्त गुण / Marks Obtained: अंकात In Figures	प्राप्त गुण / Marks Obtained: अक्षरात / In Words
01 ENGLISH	ENG	100	089	EIGHTYNINE
04 HINDI	HIN	100	083	EIGHTYTHREE
49 ECONOMICS	ENG	100	086	EIGHTYSIX
50 BOOK KEEPING & ACCOUNTANCY	ENG	100	080	EIGHTY
51 ORGANISATION OF COMM & MGMT	ENG	100	089	EIGHTYNINE
52 SECRETARIAL PRACTICE	ENG	100	085	EIGHTYFIVE
31 ENVIRONMENT EDUCATION	ENG	050	048	FORTYEIGHT
30 HEALTH & PHYSICAL EDUCATION (GRADE)	A			
Result / निकाल: PASS; Percentage / टक्केवारी: 86.15	एकूण गुण / Total Marks	650	560	FIVE HUNDRED AND SIXTY

[redacted]

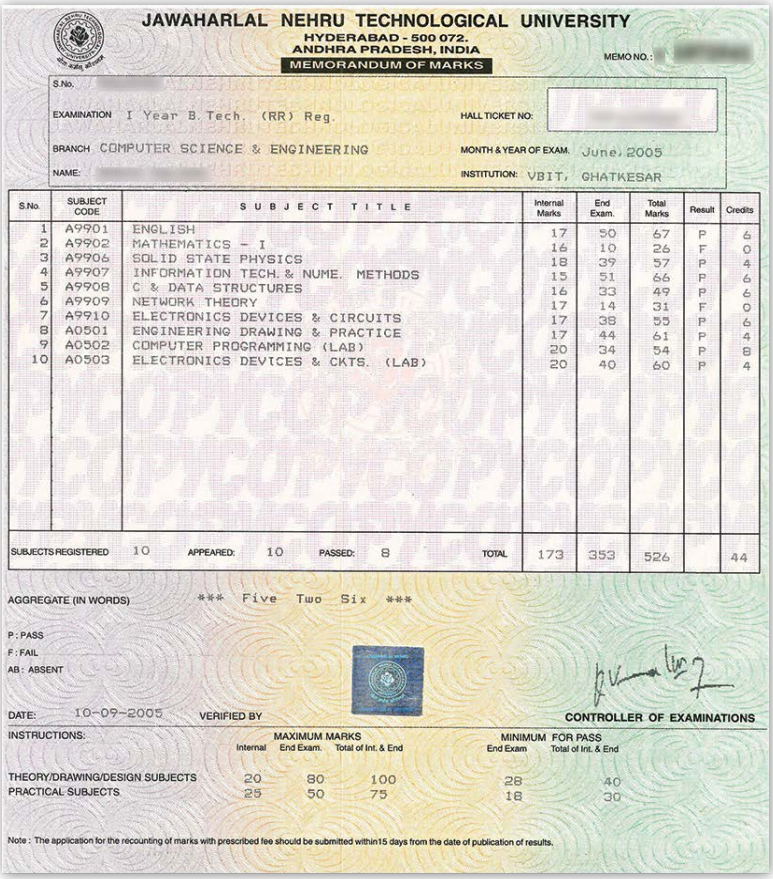
[redacted]

महत्वाचे, टीप, आरोग्य व शारीरिक शिक्षण विषयातील श्रेणी आणि चिन्हांची माहिती यांचा तपशील मागील पृष्ठावर पहावा.
See overleaf for important, Notes, Grades in Health & Physical Education Subject and meaning of special characters.

विभागीय सचिव/Divisional Secretary

Example 52: University-Issued Mark Sheet (India) – 1 page

Mark sheets are the most common term in India. However, other terms include statement of marks, grade reports and transcripts. It is important that educational records are issued by the degree-granting institution and not the affiliated college at which the person studied. The example below is issued by Jawaharlal Nehru Technological University (JNTU) for the first year of study of a Bachelor of Technology (B Tech) program. Not all mark sheets in India are issued on security paper. Sizes can also vary.



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY
HYDERABAD - 500 072.
ANDHRA PRADESH, INDIA
MEMORANDUM OF MARKS

MEMO NO.:

S.No.

EXAMINATION I Year B.Tech. (RR) Reg.

HALL TICKET NO:

BRANCH COMPUTER SCIENCE & ENGINEERING

MONTH & YEAR OF EXAM. June, 2005

NAME:

INSTITUTION: VBIT, GHATKESAR

S.No.	SUBJECT CODE	SUBJECT TITLE	Internal Marks	End Exam.	Total Marks	Result	Credits
1	A9901	ENGLISH	17	50	67	P	6
2	A9902	MATHEMATICS – I	16	10	26	F	0
3	A9906	SOLID STATE PHYSICS	18	39	57	P	4
4	A9907	INFORMATION TECH. & NUME. METHODS	15	51	66	P	6
5	A9908	C & DATA STRUCTURES	16	33	49	P	6
6	A9909	NETWORK THEORY	17	14	31	F	0
7	A9910	ELECTRONICS DEVICES & CIRCUITS	17	38	55	P	6
8	A0501	ENGINEERING DRAWING & PRACTICE	17	44	61	P	4
9	A0502	COMPUTER PROGRAMMING (LAB)	20	34	54	P	8
10	A0503	ELECTRONICS DEVICES & CKTS. (LAB)	20	40	60	P	4
SUBJECTS REGISTERED 10	APPEARED: 10	PASSED: 8	TOTAL	173	353	526		44

AGGREGATE (IN WORDS) *** Five Two Six ***

P : PASS
F : FAIL
AB : ABSENT

DATE: 10-09-2005 VERIFIED BY

CONTROLLER OF EXAMINATIONS

INSTRUCTIONS:

	MAXIMUM MARKS Internal	End Exam.	Total of Int. & End	MINIMUM FOR PASS End Exam	Total of Int. & End
THEORY/DRAWING/DESIGN SUBJECTS	20	80	100	28	40
PRACTICAL SUBJECTS	25	50	75	18	30

Note : The application for the recounting of marks with prescribed fee should be submitted within15 days from the date of publication of results.

Example 53: University-Issued Consolidated Mark Sheet (India) – 1 page

Most mark sheets are issued semester-by-semester or year-by-year. However, consolidated mark sheets are becoming more common, in which all years of study are issued on one document.[20]

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

CONSOLIDATED MARKS MEMO / CREDIT SHEET

CMM. No.: [redacted]
Serial No.: [redacted]
Name : [redacted]
Hall Ticket No.: [redacted]

BACHELOR OF TECHNOLOGY- COMPUTER SCIENCE & ENGINEERING

Name of the College : N7-DRKIST,QUTHUBULLAPUR
Month & Year of Final Exam : April,2011
Year of Admission : 2007-2008
Class Awarded : FIRST CLASS WITH DISTINCTION

S.No.	SUBJECT TITLE	INT MARKS	EXT MARKS	TOTAL	CREDITS	S.No.	SUBJECT TITLE	INT MARKS	EXT MARKS	TOTAL	CREDITS
	Maximum Marks in Theory	20	80	100			Maximum Marks in Lab	25	50	75	
	I YEAR										
1	ENGLISH	17	58	75	4	2	MATHEMATICS - I	18	54	72	6
3	MATHEMATICAL METHODS	14	65	79	6	4	APPLIED PHYSICS	15	55	70	4
5	C PROGRAMMING AND DATA STRUCTURES	17	42	59	6	6	BASIC ELECTRICAL ENGINEERING	16	35	51	4
7	ELECTRONIC DEVICES AND CIRCUITS	14	49	63	6	8	ES-ENGINEERING DRAWING	20	28	48*	4
9	COMPUTER PROGRAMMING (LAB)	25	49	74	4	10	ELECTRICAL AND ELECTRONICS (LAB)	23	45	68	4
11	ENGLISH LANGUAGE COMMN. SKILLS (LAB)	24	44	68	4	12	IT WORKSHOP	24	40	64	4
	I SEMESTER			**II YEAR**			**II SEMESTER**				
1	PROBABILITY AND STATISTICS	17	79	96	4	1	SOFTWARE ENGINEERING	14	43	57	4
2	MATHEMATICAL FOUNDATIONS OF COMP. SC.	16	44	60	4	2	PRINCIPLES OF PROGRAMMING LANGUAGES	18	45	63	4
3	ADVANCED DATA STRUCTURES	14	28	42*	4	3	ENVIRONMENTAL STUDIES	14	53	67	4
4	DIGITAL LOGIC DESIGN	15	46	61	4	4	COMPUTER ORGANIZATION	08	57	65	4
5	MANAGERIAL ECO. AND FINANCIAL ANALYSIS	11	51	62	4	5	DATABASE MANAGEMENT SYSTEMS	18	43	61	4
6	UNIX AND SHELL PROGRAMMING	11	41	52	4	6	OBJECT ORIENTED PROGRAMMING	17	47	64	4
7	ADVANCED DATA STRUCTURES (LAB)	15	37	52	2	7	OBJECT ORIENTED PROGRAMMING (LAB)	23	49	72	2
8	UNIX AND SHELL PROGRAMMING (LAB)	16	42	58	2	8	DATABASE MANAGEMENT SYSTEMS (LAB)	25	49	74	2
	I SEMESTER			**III YEAR**			**II SEMESTER**				
1	FORMAL LANGUAGES AND AUTOMATA THEORY	15	70	85	4	1	COMPILER DESIGN	18	67	85	4
2	SOFTWARE TESTING METHOODOLOGIES	18	60	78	4	2	OPERATING SYSTEM	18	58	76	4
3	COMPUTER GRAPHICS	17	56	73	4	3	INFORMATION SECURITY	16	55	71	4
4	MICROPROCESSORS AND INTERFACING	19	64	83	4	4	COMPUTER NETWORKS	15	57	72	4
5	DATA COMMUNICATION SYSTEMS	19	48	67	4	5	ARTIFICIAL INTELLIGENCE AND NEURAL NETWORKS	16	63	79	4
6	DESIGN AND ANALYSIS OF ALGORITHMS	15	58	73	4	6	OBJECT ORIENTED ANALYSIS AND DESIGN	16	46	62	4
7	ADVANCED ENGLISH COMMN. SKILLS (LAB)	21	40	61	2	7	COMPUTER NETWORKS AND CASE TOOLS (LAB)	24	48	72	2
8	MICROPROCESSORS AND INTERFACING (LAB)	23	48	71	2	8	OPERATING SYSTEM AND COMPILER DESIGN (LAB)	24	48	72	2
	I SEMESTER			**IV YEAR**			**II SEMESTER**				
1	NETWORK PROGRAMMING	16	55	71	4	1	MANAGEMENT SCIENCE	18	60	78	4
2	WEB TECHNOLOGIES	16	48	64	4	2	E-COMMERCE	15	77	92	4
3	DATA WAREHOUSING AND DATA MINING	16	42	58	4	3	HUMAN COMPUTER INTERACTION	15	70	85	4
4	ADVANCED COMPUTER ARCHITECTURE	16	73	89	4	4	INDUSTRY ORIENTED MINI PROJECT	-	47	47	2
5	MOBILE COMPUTING	16	53	69	4	5	SEMINAR	43	-	43	2
6	SOFTWARE PROJECT MANAGEMENT	18	42	60	4	6	PROJECT WORK#	36	122	158	10
7	NETWORK PROGRAMMING (LAB)	25	48	73	2	7	COMPREHENSIVE VIVA	-	93	93	2
8	WEB TECHNOLOGIES (LAB)	25	37	62	2						
							(# Project Internal=40, External=160)				

Number of Credits registered for : 224 Aggregate Marks Secured for best: 216

Aggregate Marks Secured : 4029 OUT OF 5350 (75.31%)

Date of Issue : June 6, 2011
(see overleaf for Rules concerned to award of class)

A indicates 'ABSENT'

[redacted]
(*Courses registered but not counted for calculation of aggregate)

CONTROLLER OF EXAMINATIONS

20 See also Section XII – Pesky Situations for more commentary on consolidated mark sheets from India.

Example 54: Mark Sheet Issued by an Autonomous College (India) – 1 page

In India, a common university system is the affiliating university. In this model, the affiliating university sets the curriculum, administers the examinations, and awards the final degree. However, the affiliated colleges are the entities that provide instruction. An affiliating university may have several hundred colleges attached to it.

There are also a smaller number of autonomous colleges that exist. They are similar to affiliated colleges; however, they are able to influence the curriculum and examinations and enjoy more prestige. Autonomous colleges are often found to issue the mark sheets for the first two years of study (IQAS, 2009), and these documents are regarded as official records of study. This example represents the first semester of study for the Bachelor of Technology, issued by the autonomous college.

Estd.:2002

SR ENGINEERING COLLEGE

(Affiliated to Jawaharlal Nehru Technological University, Hyderabad)
Warangal – 506 371, T.S., INDIA
AUTONOMOUS

TRANSCRIPT S.No.:

MEMORANDUM OF MARKS

Serial No. :

Examination : I B.Tech. I Semester (RA11) Regular **Hall Ticket No.** :

Branch : COMPUTER SCIENCE AND ENGINEERING **Month & Year of Exam** : January, 2013

Student's Name :

Father's Name :

S.No.	SUBJECT CODE	SUBJECT TITLE	Internal Marks	External Marks	Total Marks	Result	Credits
1	HS101	ENGLISH – I	21	36	57	P	2
2	HS103	ENGINEERING MATHEMATICS – I	18	19	37	F	0
3	HS106	ENGINEERING PHYSICS – I	18	12	30	F	0
4	CS101	PROGRAMMING CONCEPTS	16	AB	16	F	0
5	ME101	BASICS OF ENGINEERING MECHANICS	20	0	20	F	0
6	HS108	ENGINEERING CHEMISTRY	8	AB	8	F	0
7	HS109	ENGLISH LANGUAGE LABORATORY	18	39	57	P	2
8	HS111	ENGINEERING CHEMISTRY LABORATORY	23	47	70	P	2
9	CS103	COMPUTER PROGRAMMING LABORATORY	14	34	48	P	2
SUBJECTS REGISTERED: 9	APPEARED: 6	PASSED: 4	TOTAL:	156	187	343		8

Total Marks (In Words): *** Three Four Three ***

Subjects	Maximum Marks			Minimum Marks for Pass	
	Internal	External	Total of Int. & Ext.	External	Total of Int. & Ext.
Theory/Drawing/Design	30	70	100	25	40
Practical	25	50	75	18	30
Mini Project	-	50	50	20	20

P: PASS F: FAIL AB: ABSENT

Date of Issue : 20-Jan-2016 **Verified by** **CONTROLLER OF EXAMINATIONS**

Example 55: Mark Sheet Issued by an Affiliated College (India) – 1 page

Because the affiliated college is not the validating, awarding institution, records of study issued by such an institution are regarded as unofficial. The degree-granting university administers the exams and must validate the results. (The only exception is the autonomous college, as discussed in the previous example.) The document below is issued by C. N. Kothari Homeopathic Medical College and Research Center; it is affiliated to Veer Narmad South Gujarat University.

COLLEGE RECORD
TRANSCRIPT CERTIFICATE

Name of Application :- [redacted]
(Surname) (First Name) (Middle Name)
Name and Address of Institution at which cources listed below were taken
C.N.KOTHARI HOMOEOPATHIC MEDICAL COLLEGE & RESEARCH CENTER , VYARA , DIST. SURAT (GUJARAT)
Date of Entrance :- **OCTOBER, 2001** Date of Completion :- **30th April, 2007**
Degree received from institution named above:- **Bechelor of Homoeopathic Medicine and Surgery (B.H.M.S.)**
Fourth **B.H.M.S.** passed from **VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT. (GUJARAT)**
in System of Grading used indicating lowest Passing Marks "50% and above pass (Exemption)

BECHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY (B.H.M.S.)

Period in which subject was taken	Subject	Number of Month taken	Hours per Year: Lectures Recitation (Time) Work	Hours per Year: Laboratory/Practical Field (Time)	Exam Passed with Marks obtained in Theory	Exam Passed with Marks obtained in Oral	Exam Passed with Marks obtained in Practical	Result and Percentage of Marks(%)
From	**First BHMS Regular**							
OCT. 2001 to MAY., 2003	Pharmacy	18	50	100	61 / 100	38 / 50	30 / 50	786 / 1200
	Anatomy	18	200	450	120 / 200	70 / 100	67 / 100	
	Phisiology	18	250	400	120 / 200	57 / 100	82 / 100	
	H.M.M. & Org.	18	250	50	59 / 100	72 / 100		FIRST
	Total				**360 / 600**	**247 / 350**	**179 / 250**	
From	**Second BHMS Regular**							
JULY--2003 TO APRIL -2004	Pathology	12	150	50	50 / 100	25 / 50	35 / 50	593 / 1000
	F. M. & T.	12	50	20	58 / 100	32 / 50	32 / 50	
	P. S. M.	12	150	100	57 / 100	30 / 50	30 / 50	
	H. M. M.	12	50	70	64 / 100	59 / 100		SECOND
	Organon of Medicine	12	125	100	59 / 100	32 / 50	30 / 50	
	Total				**288 / 500**	**178 / 300**	**127 / 200**	
From	**Third BHMS Regular**							
MAY-2004 TO MARCH - 2005	Surgery	12	250	150	108 / 200	64 / 100	61 / 100	928 / 1500
	Obs. & Gyn.	12	200	150	117 / 200	56 / 100	53 / 100	
	Organon of Medicine	12	200	75	129 / 200	70 / 100	60 / 100	FIRST
	H. M. M.	12	250	100	80 / 100	60 / 100	70 / 100	
	Total				**434 / 700**	**250 / 400**	**244 / 400**	
From	**Fourth BHMS Regular**							
MAY -2005 TO APRIL -2006	Medicine	12	250	400	121 / 200	69 / 100	67 / 100	641 / 1000
	H. M. M.	12	200	125	128 / 200	68 / 100	68 / 100	FIRST
	Repertory	12	100	150	54 / 100	32 / 50	34 / 50	
	Total				**303 / 500**	**169 / 250**	**169 / 250**	

[redacted] has passed Fourth B.H.M.S. exam in **APRIL 2006**
She has completed his compulsory internship of one year on **30th April, 2007**

Her Registration Certificate No. is **Provisional Reg. No. [redacted], Dated 28/4/2006.**
MEDIUM OF INSTRUCTION **ENGLISH**
RESULT **FIRST**
EXAM CONDUCTED BY **VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT. (GUJARAT)**

C.N. KOTHARI HOMOEOPATHIC MEDICAL COLLEGE & RESEARCH CENTRE Vyara

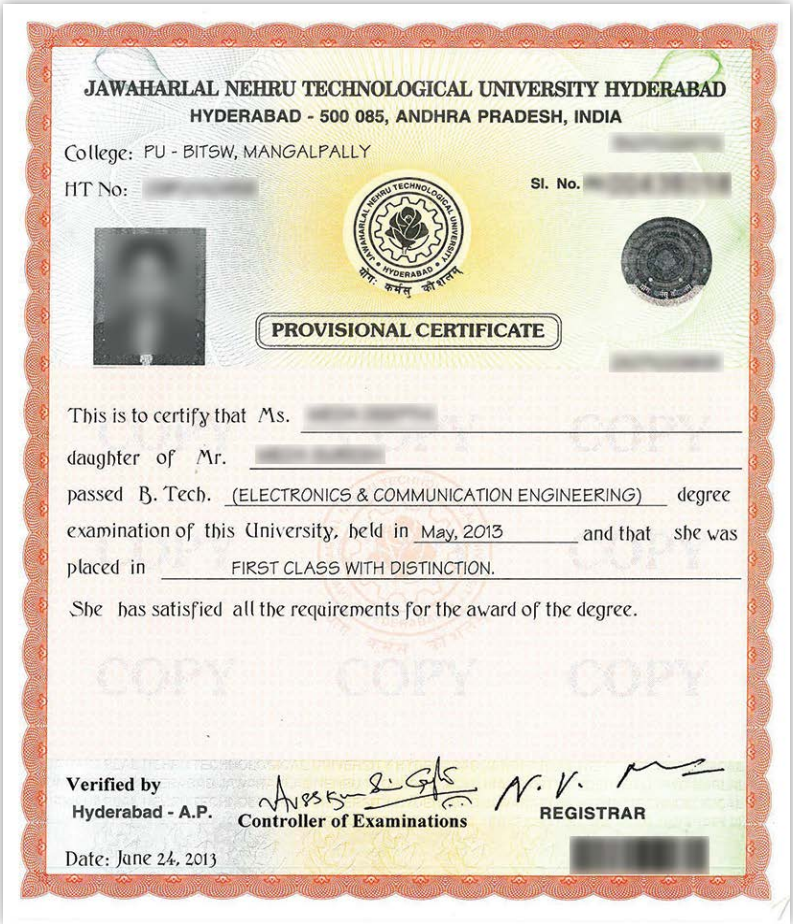
[redacted]
Signature of Candidate

Signature of Principal
Dr. U. K. Das
PRINCIPAL
C.N.Kothari Homoeopathic
Medical College & Research Centre
Tadkuva, Vyara

Note : **Some period of term is carried forward due to supplementary exam as per norms of Central Council of Homoeopathy, New Delhi.**

Example 56: Provisional Degree Certificate (India) – 1 page

Upon completion of the program and fulfillment of all the necessary requirements, students are typically issued a provisional degree certificate. The issue of the final degree certificate can take anywhere from a few months to a few years. Because the provisional degree certificate gives holders access to employment and further education, this document may be regarded as an official record and as sufficient proof of the degree. They should be issued by the degree-granting university, specifying the name of the qualification and the degree classification of the student. Please note that not all provisional degree certificates in India are issued on security paper. Sizes can also vary.



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

College: PU - BITSW, MANGALPALLY

HT No:

Sl. No.

PROVISIONAL CERTIFICATE

This is to certify that Ms.

daughter of Mr.

passed B. Tech. (ELECTRONICS & COMMUNICATION ENGINEERING) degree examination of this University, held in May, 2013 and that she was placed in FIRST CLASS WITH DISTINCTION.

She has satisfied all the requirements for the award of the degree.

Verified by
Hyderabad - A.P.

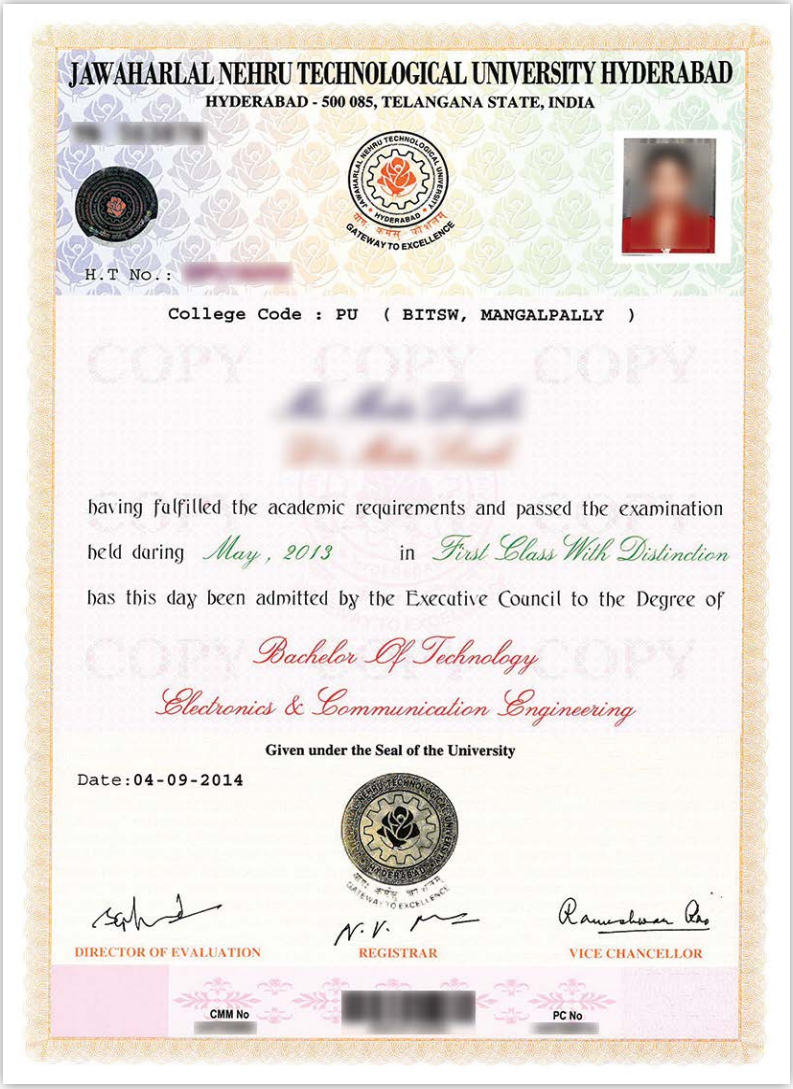
Controller of Examinations

REGISTRAR

Date: June 24, 2013

Example 57: Final Degree Certificate (India) – 1 page

The example below is a final degree certificate issued by Jawaharlal Nehru Technological University (JNTU). Note that while the final examinations were taken in May 2013, the final degree certificate was issued in September 2014. Because instruction was taken at an autonomous college (PU – BITSW, Mangalpally), this institution is referenced on the degree certificate as well.



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

HYDERABAD - 500 085, TELANGANA STATE, INDIA

[redacted]

H.T No.: [redacted]

College Code : PU (BITSW, MANGALPALLY)

[redacted]

having fulfilled the academic requirements and passed the examination held during May, 2013 in First Class With Distinction has this day been admitted by the Executive Council to the Degree of

Bachelor Of Technology

Electronics & Communication Engineering

Given under the Seal of the University

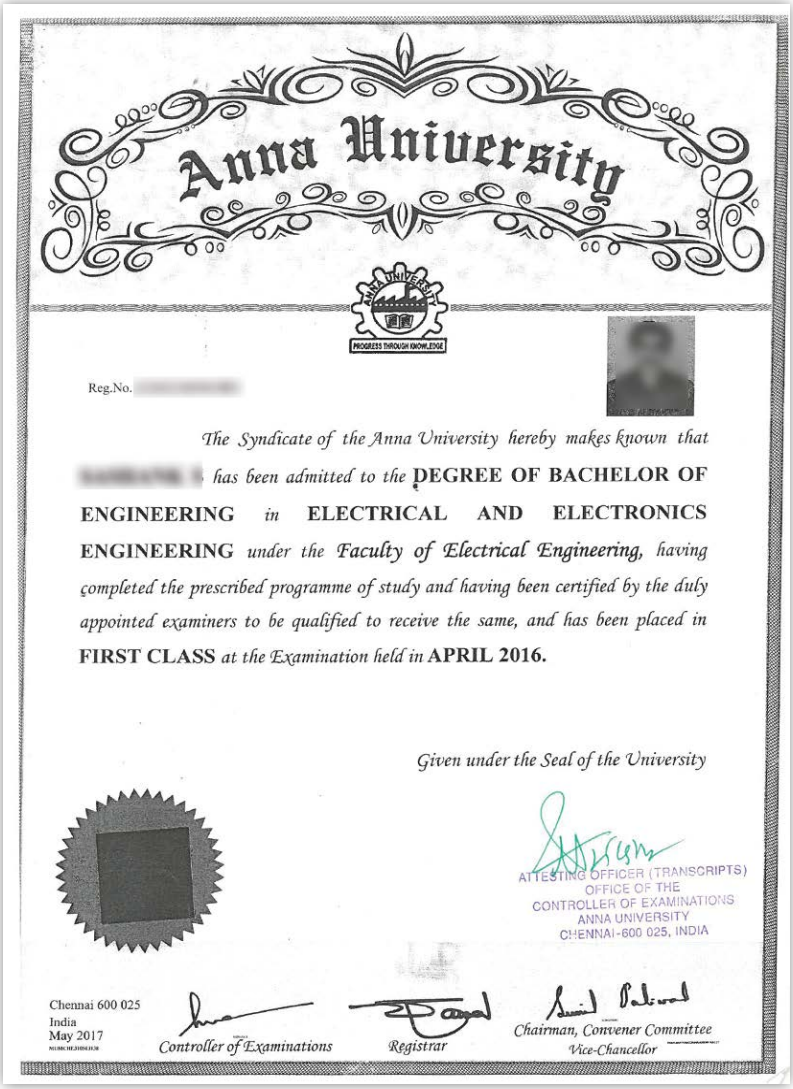
Date:04-09-2014

DIRECTOR OF EVALUATION | REGISTRAR | VICE CHANCELLOR

CMM No [redacted] PC No [redacted]

Example 58: Certified Copy of a Final Degree Certificate (India) – 1 page

The example below is a certified copy, or attested copy, of a degree certificate. Note that the stamp is from an appropriate source that can authenticate the document – the Office of the Controller of Examinations. Such certified copies are common and acceptable as official records.[21]



Anna University

PROGRESS THROUGH KNOWLEDGE

Reg.No.

The Syndicate of the Anna University hereby makes known that [redacted] *has been admitted to the* **DEGREE OF BACHELOR OF ENGINEERING** *in* **ELECTRICAL AND ELECTRONICS ENGINEERING** *under the Faculty of Electrical Engineering, having completed the prescribed programme of study and having been certified by the duly appointed examiners to be qualified to receive the same, and has been placed in* **FIRST CLASS** *at the Examination held in* **APRIL 2016.**

Given under the Seal of the University

ATTESTING OFFICER (TRANSCRIPTS)
OFFICE OF THE
CONTROLLER OF EXAMINATIONS
ANNA UNIVERSITY
CHENNAI-600 025, INDIA

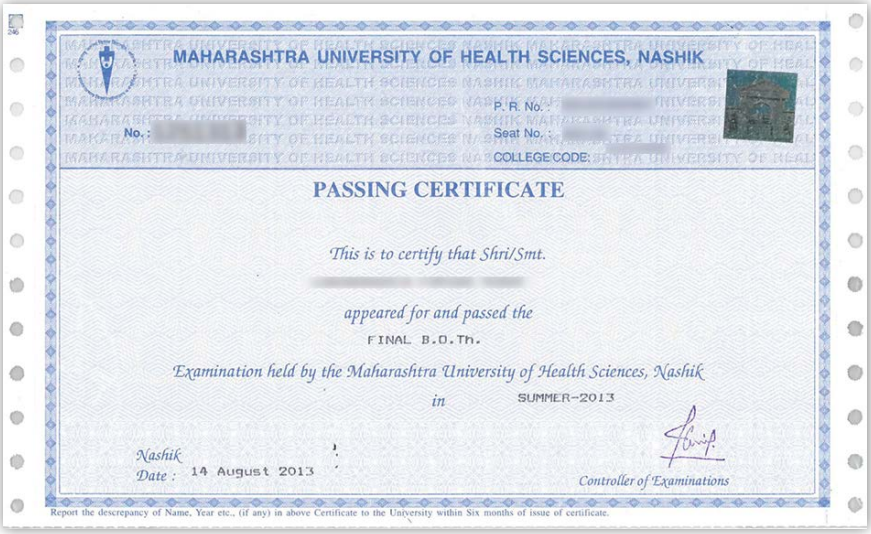
Chennai 600 025
India
May 2017

Controller of Examinations *Registrar* *Chairman, Convener Committee* *Vice-Chancellor*

21 Note that, particularly for older studies in India, students were issued one set of originals, including the mark sheets. They were expected to keep them and would have to visit the institution in person to have copies attested and sent (Sweeney, 1971).

Example 59: Passing Certificate (India) – 1 page

This certificate certifies that the final year examinations were passed. However, it should not be confused with a provisional degree certificate, as there may be other requirements that must be met. The provisional degree certificate in India is an indication that all requirements have been fulfilled. It is regarded as sufficient proof of the degree, whereas this passing certificate with the language below is not.



MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

No. :

P. R. No. :

Seat No. :

COLLEGE CODE:

PASSING CERTIFICATE

This is to certify that Shri/Smt.

appeared for and passed the

FINAL B.O.Th.

Examination held by the Maharashtra University of Health Sciences, Nashik

in SUMMER-2013

Nashik

Date : 14 August 2013

Controller of Examinations

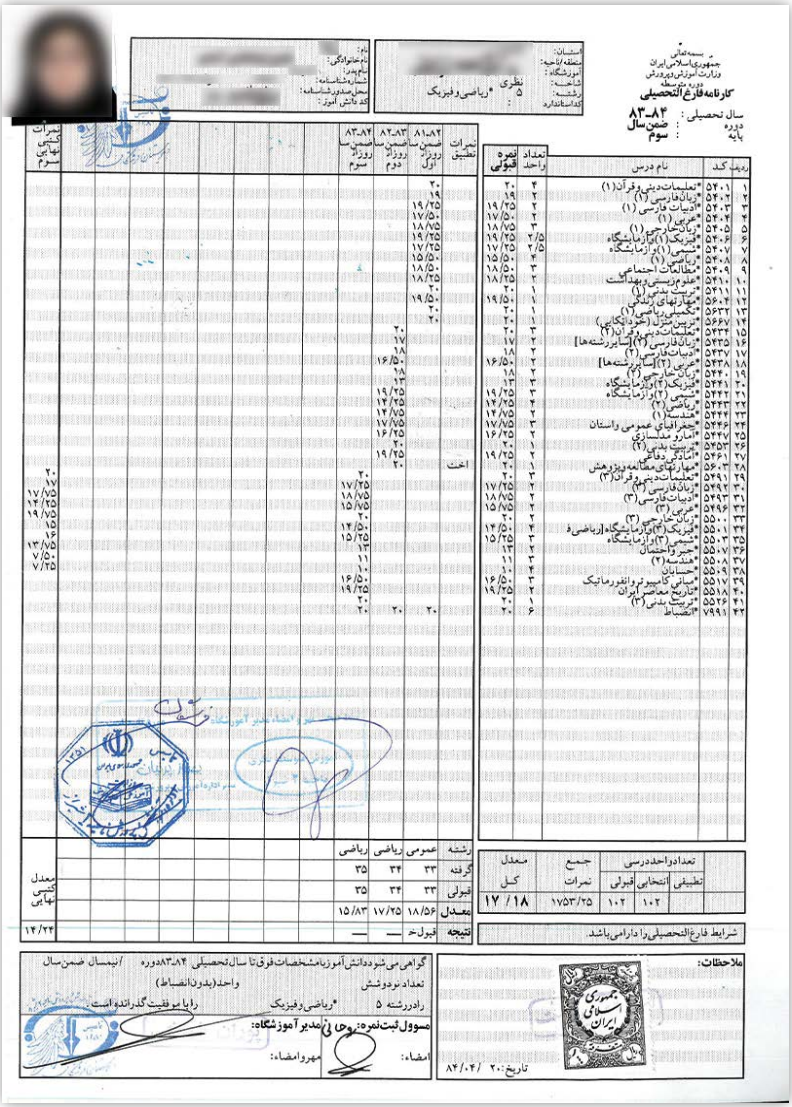
Report the descrepancy of Name, Year etc., (if any) in above Certificate to the University within Six months of issue of certificate.

Iran

- Official Academic Records
  - » گواهی ریز نمرات (Transcript of Record)
  - » کپی برابر اصل گواهی ریز نمرات (Certified Copies of Transcripts)
  - » گواهی پایان تحصیلات (Final Degree Certificates)
- Official Language of Record
  - » Official documents are most commonly issued in Farsi/Persian.
  - » If the social service or military service has not yet been completed, transcripts may only be available in English, issued for the purpose of pursuing study abroad.
- Unofficial Records
  - » Copies of records stamped by the Ministry of Justice or Ministry of Foreign Affairs
  - » گواهینامه موقت (Provisional Degree Certificate) (may not serve as degree certificate)

Example 60: Secondary School Transcript (Iran) – 1 page

The transcript below shows the 3 years of the upper secondary education cycle (Years 9, 10, and 11). However, pre-university studies are required for university entry, making this an 11+1 system. Note that the educational system is now transitioning into a 12-year system, which integrates pre-university studies.



جمهوری اسلامی ایران
وزارت آموزش و پرورش
دوره متوسطه
کارنامه فارغ التحصیلی

سال تحصیلی: ۸۴-۸۳
دوره پایه: سوم ضمن سال

استان: [redacted]
منطقه/ناحیه: [redacted]
آموزشگاه: [redacted]
شاخه: نظری
رشته: ۵ *ریاضی و فیزیک
کد اشاعه دارد:

نام: [redacted]
نام خانوادگی: [redacted]
نام پدر: [redacted]
شماره شناسنامه: [redacted]
محل صدور شناسنامه: [redacted]
کد دانش آموز: [redacted]

ردیف	کد	نام درس	تعداد واحد	نمره قبولی	۸۱-۸۲ نمرات ضمن سال روزآمد اول	۸۲-۸۳ نمرات ضمن سال روزآمد دوم	۸۳-۸۴ نمرات ضمن سال روزآمد سوم	نمرات کتبی نهایی سوم
۱	۵۴۰۱	*تعلیمات دینی و قرآن (۱)	۲	۲۰	۲۰			
۲	۵۴۰۲	*زبان فارسی (۱)	۲	۱۹	۱۹			
۳	۵۴۰۳	*ادبیات فارسی (۱)	۲	۱۹/۲۵	۱۹/۲۵			
۴	۵۴۰۴	*عربی (۱)	۲	۱۷/۵۰	۱۷/۵۰			
۵	۵۴۰۵	*زبان خارجی (۱)	۳	۱۸/۷۵	۱۸/۷۵			
۶	۵۴۰۶	*فیزیک (۱) و آزمایشگاه	۲/۵	۱۹/۲۵	۱۹/۲۵			
۷	۵۴۰۷	*شیمی (۱) و آزمایشگاه	۲/۵	۱۷/۲۵	۱۷/۲۵			
۸	۵۴۰۸	*ریاضی (۱)	۳	۱۵/۵۰	۱۵/۵۰			
۹	۵۴۰۹	*مطالعات اجتماعی	۲	۱۸/۵۰	۱۸/۵۰			
۱۰	۵۴۱۰	*علوم زیستی و بهداشت	۲	۱۸/۲۵	۱۸/۲۵			
۱۱	۵۴۱۱	*تربیت بدنی (۱)	۱	۲۰	۲۰			
۱۲	۵۶۰۱	*مهارتهای زندگی	۱	۱۹/۵۰	۱۹/۵۰			
۱۳	۵۶۳۳	*تکنیک ریاضی (۱)	۱	۲۰	۲۰			
۱۴	۵۶۶۷	*تربیت مثل (خود ایفایی)	۱	۲۰	۲۰			
۱۵	۵۳۲۲	*تعلیمات دینی و قرآن (۲)	۲	۲۰	۲۰			
۱۶	۵۳۲۵	*زبان فارسی (۲) [سایر رشته ها]	۲	۱۷	۱۷			
۱۷	۵۳۳۷	*ادبیات فارسی (۲)	۲	۱۸	۱۸			
۱۸	۵۳۳۸	*عربی (۲) [سایر رشته ها]	۲	۱۶/۵۰	۱۶/۵۰			
۱۹	۵۳۴۰	*زبان خارجی (۲)	۲	۱۸	۱۸			
۲۰	۵۳۴۱	*فیزیک (۲) و آزمایشگاه	۲	۱۲	۱۲			
۲۱	۵۳۴۲	*شیمی (۲) و آزمایشگاه	۲	۱۹/۲۵	۱۹/۲۵			
۲۲	۵۳۴۳	*ریاضی (۲)	۲	۱۲/۷۵	۱۲/۷۵			
۲۳	۵۳۴۴	*هندسه (۱)	۲	۱۲/۷۵	۱۲/۷۵			
۲۴	۵۳۴۶	*جغرافیای عمومی و استان	۲	۱۷/۷۵	۱۷/۷۵			
۲۵	۵۳۴۷	*آمار و مدلسازی	۲	۱۶/۲۵	۱۶/۲۵			
۲۶	۵۳۵۳	*تربیت بدنی (۲)	۱	۲۰	۲۰			
۲۷	۵۳۶۱	*آمادگی دفاعی	۲	۱۹/۲۵	۱۹/۲۵			
۲۸	۵۶۰۳	*مهارتهای مطالعه و پژوهش	۱	۲۰	۲۰	اخت		۲۰
۲۹	۵۲۹۱	*تعلیمات دینی و قرآن (۳)	۲	۲۰	۲۰		۲۰	۲۰
۳۰	۵۲۹۲	*زبان فارسی (۳)	۲	۱۷/۲۵	۱۷/۲۵		۱۷/۲۵	۱۷
۳۱	۵۲۹۳	*ادبیات فارسی (۳)	۲	۱۸/۷۵	۱۸/۷۵		۱۸/۷۵	۱۷/۷۵
۳۲	۵۲۹۶	*عربی (۳)	۲	۱۵/۷۵	۱۵/۷۵		۱۵/۷۵	۱۴/۲۵
۳۳	۵۵۰۰	*زبان خارجی (۳)	۲	۲۰	۲۰		۲۰	۱۹/۷۵
۳۴	۵۵۰۱	*فیزیک (۳) و آزمایشگاه (ریاضی ۵)	۲	۱۴/۵۰	۱۴/۵۰		۱۴/۵۰	۱۵
۳۵	۵۵۰۳	*شیمی (۳) و آزمایشگاه	۲	۱۵/۲۵	۱۵/۲۵		۱۵/۲۵	۱۶
۳۶	۵۵۰۷	*جبر و احتمال	۲	۱۳	۱۳		۱۳	۱۳/۷۵
۳۷	۵۵۰۸	*هندسه (۲)	۲	۱۱	۱۱		۱۱	۷/۵۰
۳۸	۵۵۰۹	*حسابان	۲	۱۰	۱۰		۱۰	۷/۲۵
۳۹	۵۵۱۷	*مبانی کامپیوتر و الگوریتم	۳	۱۶/۵۰	۱۶/۵۰		۱۶/۵۰	
۴۰	۵۵۱۸	*تاریخ معاصر ایران	۲	۱۹/۲۵	۱۹/۲۵		۱۹/۲۵	
۴۱	۵۵۲۶	*تربیت بدنی (۳)	۱	۲۰	۲۰		۲۰	
۴۲	۷۹۹۱	*انضباط	۶	۲۰				

	تعداد واحد درسی		جمع نمرات	معدل کل
	تطبیقی	انتخابی قبولی		
	۱۰۲	۱۰۲	۱۷۵۳/۲۵	۱۷/۱۸

شرایط فارغ التحصیلی را دارا می باشد.

رشته	عمومی	ریاضی	ریاضی	معدل کتبی نهایی
گرفته	۳۳	۳۴	۳۵	
قبولی	۳۳	۳۴	۳۵	
بعدل	۱۸/۵۶	۱۷/۲۵	۱۵/۸۳	
نتیجه	قبول-خ	—	—	۱۴/۲۲

گواهی می شود دانش آموز با مشخصات فوق تا سال تحصیلی ۸۴-۸۳ دوره / انجام ضمن سال
تعداد نود و شش / واحد (بدون انضباط)
را در رشته ۵ *ریاضی و فیزیک / را با موفقیت گذرانده است

مسوول ثبت نمره: [redacted] مدیر آموزشگاه: [redacted]
امضاء: مهر و امضاء:

ملاحظات:

جمهوری اسلامی ایران

تاریخ: ۲۰ / ۰۴ / ۸۴

English Translation: Secondary School Transcript (Iran) – 2 pages

دکتر محمدجعفر جباری
مترجم رسمی زبان انگلیسی قوه قضاییه جمهوری اسلامی ایران
عضو جامعه مترجمان رسمی ایران - شماره پروانه: ۴۰
شیراز - خیابان قصرالدشت - تلفن: ۳۲۳۵۶۴۷۸
Mohammad Jafar Jabbari Ph.D.
Official English Translator of the Judiciary of the I.R.Iran
Add: Ghasroddasht Ave., Shiraz, Iran. Tel: +98 711 32356478

جمهوری اسلامی ایران
قوه قضائیه - اداره مترجمین رسمی

IN THE NAME OF GOD

OFFICIAL TRANSLATION

The Islamic Republic of Iran
Ministry of Education
Secondary Education

STUDENT TRANSCRIPT

Fereshtegan High School (44365708)
Related to Education Dept. Dist. 2 of Shiraz, Fars Province, Iran
Full Name: [redacted]
Birth Certificate No.: [redacted]
Student Code: [redacted]

Father's Name: [redacted]
Date of Birth: [redacted]
Branch: Theory

Field of Study: Physics & Mathematics

Grading System: Max. 20/-, Min. Zero & Passing Grade: 10/-

Code:	Title of Courses:	No. of Credit:	Grade:	1st year 2002-2003
5401	Religious Education & Holy Koran (I)	4	20	20
5402	Persian Language (I)	2	19	19
5403	Persian Literature (I)	2	19.25	19.25
5404	Arabic Language (I)	2	17.50	17.50
5405	English Language (I)	3	18.75	18.75
5406	Physics (I) & Lab.	2.5	19.25	19.25
5407	Chemistry (I) & Lab.	2.5	17.25	17.25
5408	Mathematics (I)	4	15.50	15.50
5409	Social Studies	3	18.50	18.50
5410	Biology & Health	2	18.25	18.25
5411	Physical Education (I)	1	20	20
5604	Life Skills	1	19.50	19.50
5632	Complementary Mathematics (I)	1	20	20
5667	Self-Reliance Workshop: House Decoration	1	20	20

Code:	Title of Courses:	No. of Credit:	Grade:	2nd Year 2003-2004
5434	Religious Education & Holy Koran (II)	3	20	20
5435	Persian Language (II) (Other Fields)	2	17	17
5437	Persian Literature (II)	2	18	18
5438	Arabic Language (II) (Other Fields)	2	16.50	16.50
5440	English Language (II)	2	18	18
5441	Physics (II) & Lab.	3	13	13
5442	Chemistry (II) & Lab.	3	19.25	19.25
5443	Mathematics (II)	4	14.25	14.25
5444	Geometry (I)	2	14.75	14.75
5446	General Geography & Province	3	17.75	17.75
5447	Statistics & Modeling	2	16.25	16.25
5453	Physical Education (II)	1	20	20
5461	Defense Preparation	2	19.25	19.25
5603	Study Skills & Research	1	20	20 (Elective)

مترجم رسمی زبان انگلیسی قوه قضائیه جمهوری اسلامی ایران
شیراز - پروانه مترجمی شماره ۴۰
دکتر محمدجعفر جباری
Ph.D. Mohammad Jafar JABBARI
Shiraz-Translation License No.60
Official Translator of English Authorized by
The Judiciary of the I.R.Iran

دکتر محمدجعفرجباری
مترجم رسمی زبان انگلیسی قوه قضاییه جمهوری اسلامی
عضو جامعه مترجمان رسمی ایران - شماره پروانه: ۲۰
شیراز - خیابان قصرالدشت - تلفن: ۳۲۳۵۶۴۷۸
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جمهوری اسلامی ایران
قوه قضائیه - اداره مترجمین رسمی

Code:	Title of Courses:	No. of Credit:	Grade:	3rd Year 2004-2005	Written Grade of Final Year
5491	Religious Education & Holy Koran (III)	3	20	20	20
5492	Persian Language (III)	2	17.25	17.25	17
5493	Persian Literature (III)	2	18.75	18.75	17.75
5496	Arabic Language (III)	2	15.75	15.75	14.25
5500	English Language (III)	2	20	20	19.75
5501	Physics (III) & Lab.	4	14.50	14.50	15
5503	Chemistry (III) & Lab.	3	15.25	15.25	16
5507	Probability & Algebra	2	13	13	13.75
5508	Geometry (II)	3	11	11	07.50
5509	Calculus	4	10	10	07.25
5517	Fundamentals of Computer & Informatics	3	16.50	16.50	
5518	Contemporary History of Iran	2	19.25	19.25	
5526	Physical Education (III)	1	20	20	

Code:	Title of Courses:	No. of Credit:	Grade:	1st Year 2002-2003	2nd Year 2003-2004	3rd Year 2004-2005
7991	Discipline	6	20	20	20	20

School Year	Total of taken credits:	Total of passed credits:	Average:
1st Year 2002-2003	33	33	18.56
2nd Year 2003-2004	34	34	17.25
3rd Year 2004-2005	35	35	15.83

Total of taken credits: 102 Total of passed credits: 102 Total of grades: 1753.25

GPA: 17.18 (seventeen point eighteen) out of twenty

Final Written Average: 14.24 (fourteen point twenty four) out of twenty

It is certified that, this student has passed 96 credits (without grade of Discipline) in the field of "Physics & Mathematics" till school year 2004-2005 and graduated; she has completed and received three-year course of high school diploma; she is qualified to be graduated.

(Signed by the Registrar) (Signed & Sealed by the Principal of High School)

The signature of the principal and seal of high school are hereby authenticated without consideration to the contents.

(Signed & Sealed by the Director of Education Dept. Dist. 2 of Shiraz, Fars Province)

(Signed & Sealed by the Director of Secondary Education Dept. Dist. 2 of Shiraz, Fars Province)

----------B.

Certified to be a true translation of the original Persian text.

January 15, 2015

Translation is accurate and translator is competent to translate

Official Translator to the Justice Department of IRI

دکتر محمد جعفر جباری
Ph.D. Mohammad Jafar JABBARI
Official Translator of English Authorized by the Judiciary of the I.R.IRAN
Shiraz-Translation License No.68

Example 61: Certificate of Completion of Secondary Education Cycle (Iran) – 1 page

This qualification represents completion of secondary education in Iran, a total of 11 years of primary and secondary education, combined. This format and color scheme began in the year 2003 (Bellin, 2014). Please see Example 60 for a fuller discussion of secondary and pre-university education in Iran.

جمهوری اسلامی ایران
وزارت آموزش و پرورش

گواهی نامه پایان تحصیلات دوره متوسطه
شاخه نظری

نظریه اینجانب فاضل فرزند صادره از متولد سال ۱۳۶۶
محل تولد دانش‌آموز دبیرستان ۴۲۳۶۵۷۰۸ فرشتگان سرپرستی مدالهواز - ناحیه ۲ استان فارس
باشماره دانش‌آموزی تاپایان خرداد ماه سال تحصیلی ۸۴-۸۳ کلیه دروس رشته «ریاضی و فیزیک»
را با معدل کل (باعدد) ۱۷/۱۸ (باحروف) هفده میزهجده صدم و معدل کتبی نهایی (باعدد) ۱۴/۲۲ (باحروف) چهارده میزبیست و چهار صدم
باموفقیت گذرانده است. این گواهی نامه به وی اعطا می شود.

مدیر دبیرستان — نام و نام خانوادگی — امضاء و مهر
کارشناس امتحانات اداره آموزش و پرورش — نام و نام خانوادگی — امضاء و مهر
رئیس اداره آموزش و پرورش — نام و نام خانوادگی — امضاء و مهر

این گواهی نامه یک نسخه است و اتلاف و فوت یا نقص و اوراق می شود.

English Translation: Certificate of Completion of Secondary Education Cycle (Iran) – 1 page

دکتر محمدجعفرجباری
مترجم رسمی زبان انگلیسی قوه قضاییه جمهوری اسلامی ایران
عضو جامعه مترجمان رسمی ایران - شماره پروانه: ۴۰
شیراز - خیابان قصر الدشت - تلفن: ۳۲۳۵۶۴۷۸
Mohammad Jafar Jabbari Ph.D.
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جمهوری اسلامی ایران
قوه قضائیه - اداره مترجمین رسمی

IN THE NAME OF GOD

OFFICIAL TRANSLATION
The Emblem of Islamic Republic of Iran
The Islamic Republic of Iran
Ministry of Education

Serial No.: [redacted]

Registration No.: [redacted]
Registration Date: April 8, 2006

HIGH SCHOOL DIPLOMA

Branch: Theory
Major: Physics & Mathematics

It is certified that:
[redacted]
daughter of [redacted] holder of birth certificate No. [redacted], issued by registry office of Shiraz, born in [redacted], the student of Fereshtegan High School (44365708), related to Education Dept. Dist. 2 of Shiraz, Fars Province, with student No. [redacted] has successfully passed the final examinations of high school in the field of "Physics & Mathematics" till the end of June of school year 2004-2005, with GPA: 17.18 (seventeen point eighteen) and final written average of 14.24 (fourteen point twenty four) out of twenty; therefore this high school diploma is awarded to her.
Signed & Sealed by the Principal of High School
Signed & Sealed by the In-Charge of Examinations Dept. Dist. 2 of Shiraz
Signed & Sealed by the Director of Education Dept. Dist. 2 of Shiraz

Overleaf: This high school diploma under No. [redacted] is corresponded with examinations records in 2005 and authenticated. (Signed & Sealed by In-Charge of Examinations Dept. Dist. 2 of Shiraz)

B.

Certified to be a true translation of the original Persian text.
January 15, 2015
Translation is accurate and translator is competent to translate

Official Translator to the Justice Department of IRI

دکتر محمدجعفر جباری
Ph.D. Mohammad Jafar JABBARI
Shiraz-Translation License No.09
Official Translator of English Authorized by the Judiciary of the I.R.Iran

Example 62: Provisional Certificate of Completion of Secondary Education (Iran) – 1 page

It can take a few months before the final Certificate of Completion of Secondary Education Cycle is issued by the local Department of Education. In the meanwhile, a Provisional Certificate is issued by the school and is only valid for 6 months, as indicated below.

جمهوری اسلامی ایران
وزارت آموزش وپرورش
گواهی موقت پایان تحصیلات دوره متوسطه

شماره
تاریخ

ه استناد آئین نامه آموزشی دوره سه ساله متوسطه نظر به اینکه

خانم / آقای [redacted] فرزند [redacted] با کد ملی [redacted]
ارای شناسنامه شماره [redacted] صادره از شمیران متولد سال [redacted] محل تولد تهران
، شماره دانش آموزی [redacted] دانش آموز واحد آموزشی دانشجو باکدآموزشگاه ۱۰۳۱۷۲۱۶
پرستان / منطقه / ناحیه تهران ناحیه ۳ استان شهر تهران تا پایان ماه خرداد
سال تحصیلی ۹۱-۹۰ کلیه دروس رشته علوم تجربی پایگ ٦ شاخه نظری
با معدل کل (با عدد) ۱۷/۳۵ با حروف هفده و سی و پنج صدم
معدل کتبی نهائی(باعدد) ۱۳/۸۸ با حروف سیزده و هشتاد و هشت صدم
جمعا ۱۰۲ واحد را با موفقیت گذرانده واین گواهی به وی اعطا می گرددواین گواهی برای نامبرده وصرفاجهت ارائه به
صادرشده وارزش دیگری ندارد

سحت مشخصات وسابقه تحصیلی مورد تایید است
سئول اموردفتری وامتحانات
م و نام خانوادگی امضاء مریم فوق آزادی

اعتباراین گواهی اززمان صدورحداکثربه مدت شش ماه می باشد
واین گواهی بعدازصدوراصل گواهی نامه ازدرجه اعتبارساقط خواهدشد

سحت مشخصات وسابقه تحصیلی باطلاعات رایانه مطابقت دارد
سئول خدمات ماشینی
نام و نام خانوادگی کتباء مریم فوق آزادی

مدیرآموزشگاه نام ونام خانوادگی فری‌ده خاور مکان
مهروامضاء

تذکر: برای آگاهی از صحت و سقم اطلاعات این گواهی موقت دستگاههای دولتی و مؤسسات قانونی غیر دولتی که گواهی موقت جهت آنها صادرگردیده است به منظور پیشگیری از هر گونه سوء استفادهٔ احتمالی موظفند در اولین فرصت نسبت به تقاضای تأییدیهٔ تحصیلی ازمرجع صادر کنندهٔ مدرک تحصیلی برابر ضوابط اقدام نمایند در غیر این صورت وزارت آموزش و پرورش پاسخگوی مشکلات احتمالی ایجاد شده نخواهد بود .

نصیحات:

۱- طبق رأی صادره در ششصد و چهل و پنجمین جلسهٔ شورای عالی آموزش و پرورش مورخ ۱۳۷۸/۱۲/۲۶گواهی های موقت پایان تحصیلات صادره برای داخل کشور به تأیید ادارهٔ آموزش و پرورش نیاز ندارد.

۲- اداره و سازمان آموزش و پرورش فقط در صورتی که دانش آموزقصد عزیمت به خارج از کشور و ادامهٔ تحصیل در مدارس خارج از کشور رادارد،پس از احراز صحت ، آن را تأیید نمایند .

۳- بر اساس مفاد نامهٔشمارهٔ ۱۲۰/۲۰۱۸/۸ مورخ ۸۱/۵/۱۳ دبیرخانهٔ شورای عالی آموزش و پرورش جهت ارائهٔ گواهی موقت به حوزه های نظام وظیفه ، تأیید ادارهٔ آموزش و پرورش مربوط ضروری می باشد .

۴- در صورتی که آموزشگاهی به دلیل کمبود نیرو یا عدم تعلق نیرو ، فاقد مسئول امور دفتری و امتحانات یا خدمات ماشینی باشد و این امور برابر مقررات به فرد ذی صلاحی محول شده باشد ، باید نام و نام خانوادگی وی در محل تعیین شده ثبت و توسط ایشان امضا شود و اگر مدیر منحصراً" کار مورد نظر را انجام می دهد در محل مربوط خط ٹیره (-) درج شود.

و نام خانوادگی رئیس / مدیر اداره آموزش و پرورش ..... نام و نام خانوادگی رئیس سازمان آموزش و پرورش.
مهر و امضا مهرو امضا

صحت مهرو امضاء مدیر دبیرستان / راهنما

English Translation: Provisional Certificate of Completion of Secondary Education (Iran) – 1 page

OFFICIAL TRANSLATION

ISLAMIC REPUBLIC OF IRAN
MINISTRY OF EDUCATION
Holder's photo affixed and sealed.

Date: 26th September 2012

PROVISIONAL CERTIFICATE OF SECONDARY SCHOOL STUDIES COMPLETION

On the strength of the Secondary School Three Year Education Regulations,

Whereas;

[redacted], daughter of [redacted] bearer of National Identification No [redacted] holder of ID Card No. [redacted] issued in Shemiran, born on [redacted] in Tehran, holder of Student's No. [redacted], a student of Daneshjou Educational Unit, Code No.10317216 at Tehran district 3 successfully completed by the June (school year 2011-2012) all of 102 units of the course titles in the field of Experimental Sciences, field code No.6 with total GPA of 17.35 (seventeen point thirty five), and final written materials GPA of 13.88 (thirteen point eighty eight) therefore, this Certificate is issued for the above-named and lacks any further value.

The authenticity of particulars and educational records is verified.
Clerk & Examinations Registrar,
Maryam Fogh Azadi: Signed.

The particulars and educational records conform to the computer information.

In Charge of Automated Services,
Maryam Fogh Azadi: Signed.

Director of Non-Profit Daneshjou School Complex;
Signed & Sealed.

Seen for Authentication;
Director of Tehran Education Department - District 3
Signed & Sealed.

The legal validity of this Certificate is maximum a period of six months, and shall be annulled after the issuance of the original certificate.

Note: For more information on the verity of the information provided by this Provisional Certificate, the governmental bodies and non-governmental institutes to whom this provisional certificate has been issued, shall have to make, at the earliest convenience, an enquiry on the confirmation of the academic records from the authority issuing the academic records, for the purpose of avoiding any eventual misuse; otherwise, Ministry of Education shall not stand liable to respond in case any eventual difficulty and problem arises.

Remarks:

1. *According to the Decision dated 16th March 2000, issued in 645th meeting of High Council of Education, the provisional certificates of completion of studies which are issued to be presented inside the country shall not require to be further confirmed by Education Department.*
2. *Education Department and Organization shall confirm the authenticity of the records only if the student intends to set off abroad and continue studies in the schools outside of the country.*
3. *Based on the contents of letter No.120/2018/8 dated 4th August 2002 of Secretariat of Education High Council, a confirmation by the relevant Education Department shall be required if the Provisional Certificate is intended to be presented to the Conscription District.*

Example 63: Certificate of Completion of Pre-University Studies (Iran) – 1 page

This qualification represents an additional year after secondary education in Iran (11 + 1) and is the qualification required for entry into university, following the national university entrance examinations (*konkur*). The Certificate of Completion of Pre-University Studies will be removed from the educational system and will last be awarded in 2018. In 2019, students are expected to take the *konkur* directly after completion of upper secondary education (Education USA, 2018).

«اطلبوا العلم من المهد الی اللحد و یادیکم (ص)»

کشور ما گرد دانش عمومی

جمهوری اسلامی ایران

وزارت آموزش و پرورش

گواهینامه پایان دوره پیش دانشگاهی

به استناد رای صادره در جلسه بیست و نهم شورای عالی آموزش و پرورش مورخ ۱۳۷۷/۱۰/۱۰ نظر به اینکه:

خانم آقای آرمین فرزند [redacted] دارای شناسنامه شماره [redacted] صادره از [redacted] متولد سال [redacted] تهران

دانش آموز/دانش آموخته پیش دانشگاهی دکتر حسابی دانش آموزی [redacted] منطقه/ناحیه ۶ شهرستان تهران ناحیه تهران

استان شهر تهران تا پایان نیمسال اول/دوم/امتحانات نهایی سال تحصیلی ۹۰-۸۹ دوم موفق به گذراندن دوره پیش دانشگاهی در رشته علوم ریاضی [پیش دانشگاهی]

با معدل کل (با عدد) ۱۵/۵۹ (با حروف) پانزده ممیز پنجاه و نه صدم شده است و این گواهینامه به نامبرده اعطا می شود.

نمره انضباط (با عدد) ۲۰ / (با حروف) بیست شماره ثبت ۲۵۹۰ تاریخ ثبت ۹۰/۹/۱۴

مدیر پیش دانشگاهی

نام و نام خانوادگی

امضاء و مهر

مدیر امتحانات اداره

نام و نام خانوادگی

امضاء و مهر

رئیس اداره آموزش و پرورش

نام و نام خانوادگی

امضاء و مهر

«این گواهینامه در یک نسخه تهیه شده و از آن رونوشت بالمثنی صادر نمی شود»

English Translation: Certificate of Completion of Pre-University Studies (Iran) – 1 page

English translations are commonly issued by one of the many translators attached to the Ministry of Justice and are accompanied by copies of the educational records on which they are based. It is important to note that the stamps of the translator or Ministry of Justice are not an indication of authentication of the academic records.

مرجانه سلطانی (ش.پ ۶۸۱)
مترجم رسمی زبان انگلیسی- تهران، ضلع جنوب شرقی میدان انقلاب
شماره ۵، طبقه اول، واحد ۴ تلفن: ۶۶۴۰۱۳۴۱-۶۶۴۶۵۹۴۶
MARJANEH SOLTANI: License No.681, Official Translator to the Judiciary IRAN, No. 5, 1st Fl., # 4, Enghelab Sq.Tehran, TRANSLATION OFFICE Tel.: (+98 -21) 66401341- 66465946

شماره ۲۹۲۱۶۹ سری ظ
ردیف دفتر ثبت ۱۴۶۹
جمهوری اسلامی ایران
قوه قضائیه ـ اداره مترجمین رسمی

OFFICIAL TRANSLATION

EMBLEM
ISLAMIC REPUBLIC OF IRAN
MINISTRY OF EDUCATION

Sealed Photo of Holder

CERTIFICATE OF COMPLETION OF PRE-UNIVERSITY COURSE

By virtue of the decision made at 629th session of supreme council of education on Dec. 31, 1998, whereas,

son of [redacted] ID card No. [redacted] issued in Tehran, born in [redacted] in Tehran, with student No. [redacted] student of Dr. Hesabi Pre-university Center, in Tehran City, Dist. 6, Tehran Province, passed all subjects in the field of Mathematical Science through the 2nd Semester of school year 2010-2011, with a GPA 15.59 (out of 20.00), this certificate is awarded to him.

Discipline: 20.00
Reg. Number: [redacted]
Date of Reg.: Dec. 04, 2011
Serial No.: [redacted]

Signed & Sealed: Houshang Malekpour, Principal of Pre-university Center
Signed & Sealed: Farshid Jafari, Chairman of the Board of Examiners
Signed & Sealed: Zahra Parvazi Moghaddam, Director of Tehran Education Dept., Dist. 6
Signed & Sealed: Director General of Tehran City Education Department

** This certificate is issued in one copy and no transcript or duplicate is issued.

TRUE TRANSLATION CERTIFIED Sept. 25, 2016 Arshi-Armen Khechadoorian-3

Marjaneh Soltani
Official English Translator To The Judiciary

Only the authenticity of the seal and signature of the Official Translator is certified and does not include confirmation of the accuracy of the translated document and the authenticity of Official Translators' Affairs Department of the Judiciary of the Islamic Republic of Iran

A.H. REZAEE
EGALIZATION OFFICER

ISLAMIC REPUBLIC OF IRAN MINISTRY OF FOREIGN AFFAIRS
The authenticity of the seal & signature marked (X) is certified without any consideration to the contents.

27 SEP 2016 - 33463

Example 64: Enlargement of Seals (Iran)– 1 page

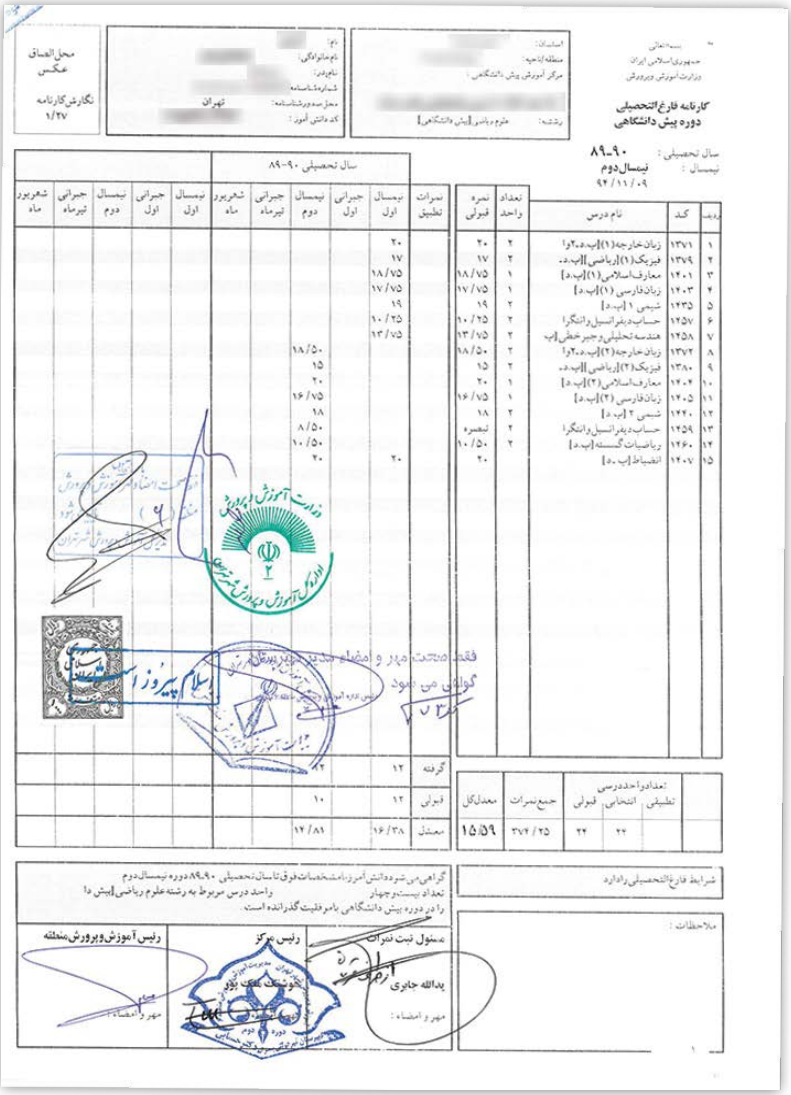
English translations often bear the seal of a translator attached to the Ministry of Justice. When documents are prepared for international use, they are also taken for certification (stamping) by the Ministry of Foreign Affairs. Their seals, however, are not an authentication of the contents of the records.

Only the authenticity of the seal and signature of the Official Translator is certified. This certification does not include confirmation of the accuracy of the translation and the authenticity of the translated document. Department of Official Translators' Affairs of the Judiciary of the Islamic Republic of Iran.

The authenticity of the seal & signature marked (X) is certified without any consideration of the contents.

Example 65: Corresponding Transcript for Pre-University Certificate (Iran) – 1 page

It is not uncommon for certified copies to be produced in Iran. However, they must be certified by the appropriate body that can authenticate the contents, as in the example below. This document may be regarded as an official document, and the certifying stamp in green is from the Ministry of Education.



بسمه تعالی
جمهوری اسلامی ایران
وزارت آموزش و پرورش

کارنامه فارغ التحصیلی
دوره پیش دانشگاهی

سال تحصیلی: ۹۰-۸۹
نیمسال: نیمسال دوم
۹۲/۱۱/۰۹

استان:
منطقه آزاد:
مرکز آموزش پیش دانشگاهی:
رشته: علوم و ریاضی [پیش دانشگاهی]

نام:
نام خانوادگی:
نام پدر:
شماره شناسنامه:
محل صدور شناسنامه: تهران
کد دانش آموز:

محل الصاق عکس
نگارش کارنامه
۱/۲۷

ردیف	کد	نام درس	تعداد واحد	نمره قبولی	نمرات تطبیق	سال تحصیلی ۹۰-۸۹ نیمسال اول	جبرانی اول	نیمسال دوم	جبرانی تیرماه	شهریور ماه	نیمسال اول	جبرانی اول	نیمسال دوم	جبرانی تیرماه	شهریور ماه
۱	۱۲۷۱	زبان خارجه (۱) [پ.ه.۲و۱]	۲	۲۰		۲۰									
۲	۱۲۷۹	فیزیک (۱) [ریاضی] [پ.د.]	۲	۱۷		۱۷									
۳	۱۲۰۱	معارف اسلامی (۱) [پ.د]	۱	۱۸/۷۵		۱۸/۷۵									
۴	۱۲۰۳	زبان فارسی (۱) [پ.د]	۱	۱۷/۷۵		۱۷/۷۵									
۵	۱۲۳۵	شیمی ۱ [پ.د]	۲	۱۹		۱۹									
۶	۱۲۵۷	حساب دیفرانسیل و انتگرا	۲	۱۰/۲۵		۱۰/۲۵									
۷	۱۲۵۸	هندسه تحلیلی و جبر خطی [پ.	۲	۱۲/۷۵		۱۲/۷۵									
۸	۱۳۷۲	زبان خارجه (۲) [پ.ه.۲و۱]	۲	۱۸/۵۰				۱۸/۵۰							
۹	۱۳۸۰	فیزیک (۲) [ریاضی] [پ.د.]	۲	۱۵				۱۵							
۱۰	۱۲۰۴	معارف اسلامی (۲) [پ.د]	۱	۲۰				۲۰							
۱۱	۱۲۰۵	زبان فارسی (۲) [پ.د]	۱	۱۶/۷۵				۱۶/۷۵							
۱۲	۱۲۲۰	شیمی ۲ [پ.د]	۲	۱۸				۱۸							
۱۳	۱۲۵۹	حساب دیفرانسیل و انتگرا	۲	نمره				۸/۵۰							
۱۴	۱۲۶۰	ریاضیات گسسته [پ.د]	۲	۱۰/۵۰				۱۰/۵۰							
۱۵	۱۲۰۷	انضباط [پ.د]		۲۰		۲۰									
						گرفته	۱۲		۱۲						
						قبولی	۱۲		۱۰						
						معدل	۱۶/۳۸		۱۲/۸۱						

	تعداد واحد درسی: تطبیقی	انتخابی	قبولی	جمع نمرات	معدل کل
		۲۲	۲۲	۳۷۲/۲۵	۱۵/۵۹

گواهی می شود دانش آموز دارای مشخصات فوق تا سال تحصیلی ۹۰-۸۹ دوره نیمسال دوم
تعداد بیست و چهار واحد درس مربوط به رشته علوم ریاضی [پیش دا
را در دوره پیش دانشگاهی با موفقیت گذرانده است.

شرایط فارغ التحصیلی را دارد

ملاحظات:

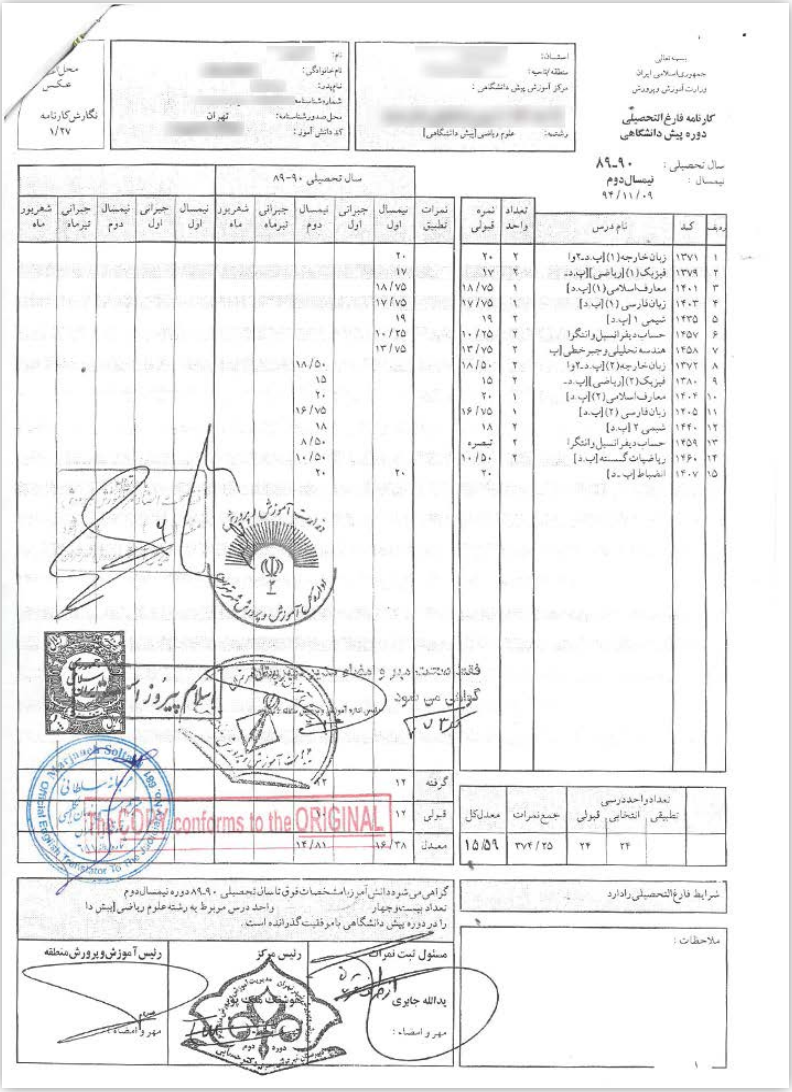
مسئول ثبت نمرات: یدالله جابری
مهر و امضاء:

رئیس مرکز
مهر و امضاء:

رئیس آموزش و پرورش منطقه
مهر و امضاء:

Example 66: Copy of the Corresponding Transcript for Pre-University Certificate, Certified by a Translator (Iran) – 1 page

This example is certified by a Translator attached to the office of the Ministry of Justice. This copy would be regarded as an unofficial document.



بسمه تعالی
جمهوری اسلامی ایران
وزارت آموزش و پرورش

کارنامه فارغ التحصیلی
دوره پیش دانشگاهی

سال تحصیلی: ۹۰-۸۹
نیمسال: نیمسال دوم
۹۴/۱۱/۰۹

ردیف	کد	نام درس	تعداد واحد	نمره قبولی	نمرات تطبیق	سال تحصیلی ۹۰-۸۹							
						نیمسال اول	جبرانی اول	نیمسال دوم	جبرانی تیرماه	شهریور ماه	نیمسال اول	جبرانی اول	نیمسال دوم	جبرانی تیرماه	شهریور ماه
۱	۱۳۷۱	زبان خارجه(۱)[پ.د.۲و۱]	۲	۲۰		۲۰									
۲	۱۳۷۹	فیزیک(۱)[ریاضی][پ.د.	۲	۱۷		۱۷									
۳	۱۴۰۱	معارف اسلامی(۱)[پ.د]	۱	۱۸/۷۵		۱۸/۷۵									
۴	۱۴۰۳	زبان فارسی (۱)[پ.د]	۱	۱۷/۷۵		۱۷/۷۵									
۵	۱۴۳۵	شیمی ۱ [پ.د]	۲	۱۹		۱۹									
۶	۱۴۵۷	حساب دیفرانسیل وانتگرا	۲	۱۰/۲۵		۱۰/۲۵									
۷	۱۴۵۸	هندسه تحلیلی وجبر خطی[پ	۲	۱۳/۷۵		۱۳/۷۵									
۸	۱۳۷۲	زبان خارجه(۲)[پ.د.۲و۱]	۲	۱۸/۵۰				۱۸/۵۰							
۹	۱۳۸۰	فیزیک(۲)[ریاضی][پ.د.	۲	۱۵				۱۵							
۱۰	۱۴۰۲	معارف اسلامی(۲)[پ.د]	۱	۲۰				۲۰							
۱۱	۱۴۰۵	زبان فارسی (۲)[پ.د]	۱	۱۶/۷۵				۱۶/۷۵							
۱۲	۱۴۴۰	شیمی ۲ [پ.د]	۲	۱۸				۱۸							
۱۳	۱۴۵۹	حساب دیفرانسیل وانتگرا	۲	تنمره				۸/۵۰							
۱۴	۱۴۶۰	ریاضیات گسسته[پ.د]	۲	۱۰/۵۰				۱۰/۵۰							
۱۵	۱۴۰۷	انضباط[پ.د]	۲۰			۲۰									
					گرفته	۱۲									
					قبولی	۱۲									
					معدل	۱۶/۳۸		۱۴/۸۱							

	تعداد واحد درسی				معدل کل
	تطبیقی	انتخابی	قبولی	جمع نمرات	
		۲۴	۲۴	۳۷۴/۲۵	۱۵/۵۹

شرایط فارغ التحصیلی را دارد

ملاحظات:

گواهی می شود دانش آموز با مشخصات فوق تا سال تحصیلی ۹۰-۸۹ دوره نیمسال دوم
تعداد بیست و چهار واحد درس مربوط به رشته علوم ریاضی [پیش دا
را در دوره پیش دانشگاهی با موفقیت گذرانده است.

مسئول ثبت نمرات	رئیس مرکز	رئیس آموزش و پرورش منطقه
یدالله جایری		
مهر و امضاء:	مهر و امضاء:	مهر و امضاء:

This COPY conforms to the ORIGINAL

English Translation: Corresponding Transcript for Pre-University Certificate (Iran) – 1 page

مرجانه سلطانی (ش.پ ۶۸۱)
مترجم رسمی زبان انگلیسی- تهران، ضلع جنوب شرقی میدان انقلاب
شماره ۵، طبقه اول، واحد ۴ تلفن: ۶۶۴۶۵۹۴۶-۶۶۴۰۱۳۴۱

MARJANEH SOLTANI License No.681, Official Translator to the Judiciary IRAN, No. 5, 1st Fl., # 4, Enghelab Sq.Tehran, TRANSLATION OFFICE Tel.: (+98 -21) 66401341- 66465946

جمهوری اسلامی ایران
قوه قضائیه - اداره مترجمین رسمی

شماره ۲۹۲۲۹٤ سری ظ
ردیف دفتر ثبت ۱٤٦۹

OFFICIAL TRANSLATION
****
IN THE NAME OF GOD
ISLAMIC REPUBLIC OF IRAN
MINISTRY OF EDUCATION
TRANSCRIPT OF PRE-UNIVERSITY EDUCATION GRADES
****
Tehran City, Tehran Education Department, Dist. 6
Dr. Hesabi Pre-university Center- Code: 10640809

Name & Surname: [redacted]
Father's name: [redacted] ID Card No. & Place of Issue: [redacted]
Date of Birth: [redacted]
Student No.: [redacted]
Field of Study: Mathematical Science [Pre-university]
2nd Semester of School Year 2010-2011

Grading System: Minimum: 0; Maximum: 20

Code	Subjects	Credit	Passing grade	School year 2010-2011	
				1st Semester	2nd Semester
1371	English Language I	2	20.00	20.00	
1379	Physics I	2	17.00	17.00	
1401	Islamic Studies I	1	18.75	18.75	
1403	Persian Language I	1	17.75	17.75	
1435	Chemistry I	2	19.00	19.00	
1457	Differential Calculus & Integral	2	10.25	10.25	
1458	Analytical Geometry & Linear Algebra	2	13.75	13.75	
1372	English Language II	2	18.50		18.50
1380	Physics II	2	15.00		15.00
1404	Islamic Studies II	1	20.00		20.00
1405	Persian Language II	1	16.75		16.75
1440	Chemistry II	2	18.00		18.00
1459	Differential Calculus & Integral	2	08.50-Note		08.50
1460	Discrete Mathematics	2	10.50		10.50
1407	Discipline	--	20.00	20.00	20.00
	TAKEN CREDITS			12	12
	PASSED CREDITS			12	10
	AVERAGE			16.38	14.81

Total Taken Credits: 24 Total Passed Credits: 24
Total Points: 374.25 **GPA: 15.59** (out of 20.00)
The Student passed 24 Credits in the field of **Mathematical Science** upto the the 2nd Semester of school year 2010-2011.

Signed: Yadollah Jaberi, Registrar
Signed & Sealed: Houshang Malekpour, Principal of the Pre-university Center
Signed & Sealed: Director of Tehran Education Department, Dist. 6
Signed & Sealed: Director General of Tehran City Education Department

TRUE TRANSLATION CERTIFIED Sept. 25, 2016 Arshia-Aryan Khechadorian-2

Marjaneh Soltani Official Translator To The Judiciary No. 681

Only the authenticity of the signature is certified. The authenticity of the Official Translation is certified without any consideration to contents.

Department of Official Translators, Judiciary of the Islamic Republic of Iran

Department of Official Translators' Affairs of the Judiciary of the Islamic Republic of Iran

27 SEP 2016 - 33463

Example 67: University Transcript (Iran) – 3 pages

Transcripts in Iran will typically list the subjects taken, along with credits and grades. Although this transcript does contain degree-related details, not all transcripts are standardized in confirming the qualification. For this reason, it is not sufficient on its own for proof of the award of the degree in Iran. The final degree certificate should be requested for this purpose.

تاریخ: [redacted]
شماره: [redacted]

اطلبو العلم من المهد الی اللحد

دانشگاه آزاد اسلامی - واحد تهران جنوب

صفحه: ۱ از ۳

رمز نمرات: [redacted]

صادره از: تهران متولد: ۱۳۶۶ ورودی: نیمسال اول ۱۳۸۵-۱۳۸۴ فارغ التحصیل: ۱۳۸۸/۰۵/۰۱ نظام: تمام وقت

درمقطع: کارشناسی در رشته: مهندسی معماری

فهرست دروس و رمز نمرات نامبرده در طی دوره تحصیلی به شرح زیر می باشد

ردیف	سال و نیمسال تحصیلی	مشخصات درس: نام درس	نوع درس	تعداد واحد: نظری	تعداد واحد: عملی	ارزشیابی درس: نمره: بعدد	نمره: بحروف	امتیاز واحد
۱	اول ۸۵-۸۴	زبان خارجی	عمومی	۳	۰	۱۸/۵	هجده و نیم	۵۵/۵
۲	اول ۸۵-۸۴	هندسه کاربردی	پایه	۱	۲	۱۹/۵	نوزده و نیم	۵۸/۵
۳	اول ۸۵-۸۴	کارگاه مصالح وساخت	پایه	۰	۲	۱۹	نوزده تمام	۳۸
۴	اول ۸۵-۸۴	درک وبیان محیط	پایه	۱	۲	۲۰	بیست تمام	۶۰
۵	اول ۸۵-۸۴	ریاضیات وآمار	پایه	۳	۰	۱۷	هفده تمام	۵۱
۶	اول ۸۵-۸۴	آشنایی باسایرعرصه	اختیاری	۲	۰	۱۹	نوزده تمام	۳۸
۷	اول ۸۵-۸۴	ریاضی پیش دانشگاهی	مقدماتی	۳	۰	۱۵/۵	پانزده و نیم	۳۱
۸	دوم ۸۵-۸۴	تربیت بدنی ۱	عمومی	۰	۱	۲۰	بیست تمام	۲۰
۹	دوم ۸۵-۸۴	بیان معماری(۱)	پایه	۱	۱	۲۰	بیست تمام	۴۰
۱۰	دوم ۸۵-۸۴	هندسه مناظروسرابها	پایه	۱	۱	۱۶/۵	شانزده و نیم	۳۳
۱۱	دوم ۸۵-۸۴	مقدمات طراحی معماری(۱)	پایه	۱	۴	۱۹/۷۵	نوزده وهفتاد و پنج صدم	۹۸/۷۵
۱۲	دوم ۸۵-۸۴	آبیاری	اصلی	۲	۰	۱۵	پانزده تمام	۳۰
۱۳	دوم ۸۵-۸۴	مصالح ساختمانی	اصلی	۱	۱	۱۹	نوزده تمام	۳۸
۱۴	دوم ۸۵-۸۴	اندیشه اسلامی ۱(مبدأومعاد)	عمومی	۲	۰	۱۸/۵	هجده و نیم	۳۷
۱۵	دوم ۸۵-۸۴	انقلاب اسلامی ایران	عمومی	۲	۰	۱۸	هجده تمام	۳۶
۱۶	اول ۸۶-۸۵	بیان معماری(۲)	پایه	۱	۱	۲۰	بیست تمام	۴۰
۱۷	اول ۸۶-۸۵	انسان،طبیعت،معماری	پایه	۱	۱	۲۰	بیست تمام	۴۰
۱۸	اول ۸۶-۸۵	مقدمات طراحی معماری(۲)	پایه	۱	۴	۱۸/۵	هجده و نیم	۹۲/۵
۱۹	اول ۸۶-۸۵	نقشه برداری	اصلی	۱	۱	۱۹	نوزده تمام	۳۸
۲۰	اول ۸۶-۸۵	مقاومت مصالح وسازه های فلزی	اصلی	۲	۰	۱۹	نوزده تمام	۳۸
۲۱	اول ۸۶-۸۵	اندیشه اسلامی ۲(نبوت وامامت)	عمومی	۲	۰	۱۷/۵	هفده و نیم	۳۵
۲۲	اول ۸۶-۸۵	تفسیر موضوعی قرآن	عمومی	۲	۰	۱۹/۵	نوزده و نیم	۳۹
۲۳	اول ۸۶-۸۵	تنظیم خانواده وجمعیت	عمومی	۲	۰	۲۰	بیست تمام	۴۰

☑ نمرات وتعداد واحدهای مندرج در این برگه از سوابق نیمسال اول ۱۳۸۵-۱۳۸۴

دکتر احمد اسدی
معاون دانشجویی

دانشگاه آزاد اسلامی واحد تهران جنوب
اداره امور فارغ التحصیلان

تاریخ: [redacted]
شماره: [redacted]

اطلبو العلم من المهد الی اللحد

دانشگاه آزاد اسلامی - واحد تهران جنوب

صفحه: ۲ از ۳

ریز نمرات: [redacted]

صادره از: تهران متولد: ۱۳۶۶ ورودی: نیمسال اول ۱۳۸۵-۱۳۸۴ فارغ التحصیل ۱۳۸۸/۰۵/۰۱ نظام: تمام وقت

درمقطع: کارشناسی دررشته: مهندسی معماری

فهرست دروس و ریز نمرات نامبرده در طی دوره تحصیلی به شرح زیر می باشد

ردیف	سال و نیمسال تحصیلی	مشخصات درس				ارزشیابی درس		
		نام درس	نوع درس	تعداد واحد		نمره		امتیاز واحد
				نظری	عملی	بعدد	بحروف	
۲۴	دوم ۸۶-۸۵	زیست بومی ۲	عمومی	۰	۱	۱۷	هفده تمام	۱۷
۲۵	دوم ۸۶-۸۵	وصایای حضرت امام (ره)	عمومی	۱	۰	۱۷	هفده تمام	۱۷
۲۶	دوم ۸۶-۸۵	آشنایی بامعماری جهان	اصلی	۲	۰	۲۰	بیست تمام	۴۰
۲۷	دوم ۸۶-۸۵	برداشت ازبناهای تاریخی	اصلی	۰	۳	۲۰	بیست تمام	۶۰
۲۸	دوم ۸۶-۸۵	سازه های بتنی	اصلی	۲	۰	۱۷	هفده تمام	۳۴
۲۹	دوم ۸۶-۸۵	طرح معماری(۱)	اصلی	۱	۴	۱۸/۵	هجده و نیم	۹۲/۵
۳۰	دوم ۸۶-۸۵	سازه های نو	اختیاری	۲	۰	۱۷/۵	هفده و نیم	۳۵
۳۱	دوم ۸۶-۸۵	اخلاق اسلامی(مبانی ومفاهیم)	عمومی	۲	۰	۲۰	بیست تمام	۴۰
۳۲	اول ۸۷-۸۶	فارسی	عمومی	۳	۰	۲۰	بیست تمام	۶۰
۳۳	اول ۸۷-۸۶	آشنایی بامعماری اسلامی	اصلی	۳	۱	۱۹/۵	نوزده و نیم	۷۸
۳۴	اول ۸۷-۸۶	تنظیم شرایط محیطی	اصلی	۲	۰	۲۰	بیست تمام	۴۰
۳۵	اول ۸۷-۸۶	ساختمان ۱	اصلی	۲	۰	۲۰	بیست تمام	۴۰
۳۶	اول ۸۷-۸۶	روستا(۱)	اصلی	۱	۲	۱۹/۵	نوزده و نیم	۵۸/۵
۳۷	اول ۸۷-۸۶	طرح معماری(۲)	اصلی	۱	۴	۱۹/۵	نوزده و نیم	۹۷/۵
۳۸	دوم ۸۷-۸۶	آشنایی بامعماری معاصر	اصلی	۲	۰	۱۸	هجده تمام	۳۶
۳۹	دوم ۸۷-۸۶	تاسیسات الکتریکی (نیرومند)	اصلی	۲	۰	۲۰	بیست تمام	۴۰
۴۰	دوم ۸۷-۸۶	تاسیسات مکانیکی	اصلی	۲	۰	۲۰	بیست تمام	۴۰
۴۱	دوم ۸۷-۸۶	ساختمان(۲)وگزارش کارگاه	اصلی	۲	۱	۱۸/۷۵	هجده وهفتاد و پنج صدم	۵۶/۲۵
۴۲	دوم ۸۷-۸۶	روستا(۲)	اصلی	۱	۲	۱۹/۵	نوزده و نیم	۵۸/۵
۴۳	دوم ۸۷-۸۶	طرح معماری(۳)	اصلی	۱	۴	۱۹/۵	نوزده و نیم	۹۷/۵
۴۴	دوم ۸۷-۸۶	تاریخ تحلیلی صدراسلام	عمومی	۲	۰	۲۰	بیست تمام	۴۰
۴۵	اول ۸۸-۸۷	مبانی نظری معماری	اصلی	۳	۰	۲۰	بیست تمام	۶۰
۴۶	اول ۸۸-۸۷	سازه و سازه	اصلی	۱	۱	۱۸/۵	هجده و نیم	۳۷

☑ نمرات وتعداد واحدهای مندرج در این برگه از سوابق نیمسال اول ۱۳۸۵-۱۳۸۴ گرفته شده است

دکتر احمد اسدی
معاون دانشجویی

دکتر احمد شرف
مدیر واحد دانشگاهی

دانشگاه آزاد اسلامی
واحد تهران جنوب

اداره امور فارغ التحصیلان
واحد تهران جنوب

تاریخ: .....
شماره: .....

اطلبو العلم من المهد الی اللحد

دانشگاه آزاد اسلامی - واحد تهران جنوب

صفحه: ۳ از ۳

ریز نمرات: [redacted]

صادره از: تهران متولد: ۱۳۶۶ ورودی: نیمسال اول ۱۳۸۵-۱۳۸۴ فارغ التحصیل: ۱۳۸۸/۰۵/۰۱ نظام: تمام وقت

درمقطع: کارشناسی دررشته: مهندسی معماری

فهرست دروس و ریز نمرات نامبرده در طی دوره تحصیلی به شرح زیر می باشد

ردیف	سال و نیمسال تحصیلی	مشخصات درس: نام درس	نوع درس	تعداد واحد: نظری	تعداد واحد: عملی	ارزشیابی درس: نمره: بعدد	نمره: بحروف	امتیاز واحد
۴۷	اول ۸۸-۸۷	تحلیل فضاهای شهری	تخصصی	۲	۱	۱۸	هجده تمام	۵۴
۴۸	اول ۸۸-۸۷	آشنایی باموسیقی ایران	تخصصی	۲	۱	۱۹/۷۵	نوزده وهفتاد و پنج صدم	۵۹/۲۵
۴۹	اول ۸۸-۸۷	طرح معماری(۴)	تخصصی	۱	۴	۲۰	بیست تمام	۱۰۰
۵۰	اول ۸۸-۸۷	طراحی فنی	تخصصی	۱	۲	۱۸	هجده تمام	۵۴
۵۱	اول ۸۸-۸۷	آشنائی با قرآن کریم	عمومی	۱	۰	۲۰	بیست تمام	۲۰
۵۲	دوم ۸۸-۸۷	مدیریت وتشکیلات کارگاه	اصلی	۱	۱	۱۸/۵	هجده و نیم	۳۷
۵۳	دوم ۸۸-۸۷	آشنایی باسالن برنامه ریزی کالبدی	تخصصی	۱	۱	۱۷/۵	هفده و نیم	۳۵
۵۴	دوم ۸۸-۸۷	طرح معماری(۵)	تخصصی	۱	۴	۱۹	نوزده تمام	۹۵
۵۵	دوم ۸۸-۸۷	طرح نهایی	پروژه	۰	۶	۲۰	بیست تمام	۱۲۰

جمع کل واحدهای گذرانده شده:	۱۴۶	یکصد و چهل و شش تمام
جمع کل واحد های محاسبه شده در معدل:	۱۴۶	یکصد و چهل و شش تمام
میانگین کل:	۱۹/۰۲	نوزده ودو صدم

توضیحات:

☑ درسیستم آموزشی دانشگاه درطول هر نیمسال تحصیلی برای هر یک واحد نظری ۱۶ ساعت وعملی ۳۲ ساعت و عملیات کارگاه ۴۸ ساعت آموزش ارائه می شود

☑ معیارارزشیابی دروس از نمره صفر تا بیست می باشدوحداقل نمره قبولی درمقاطع کاردانی وکارشناسی ۱۰،کارشناسی ارشد ۱۲دکتری تخصصی ۱۴ است

دکتر احمد اسدی
معاون دانشجویی

☑ ریز نمرات فوق بدون هرگونه خط خوردگی و خدشه اعتبار دارد و به شماره [redacted] در دفتر امور فارغ التحصیلان دانشگاه ثبت و تأیید شده است.

دانشگاه آزاد اسلامی واحد تهران جنوب
دکتر احمد حصیری
رئیس واحد دانشگاهی

دانشگاه آزاد اسلامی
اداره امور فارغ التحصیلان

علیرضا صلابت
مسئول فارغ التحصیلان دانشگاه

English Translation: University Transcript (Iran) – 2 pages

خداداد موقر
شماره پروانه ۲۱٤ تهران، مترجم رسمی زبان انگلیسی
خیابان میرزای شیرازی، نرسیده به عباس آباد، نبش کوچه شهداء، پلاک ۲۲۹ ،
طبقه اول تلفن: ۸۸۷۰۲۲۷۸ فکس: ۸۸۷۱۲۲۵۱

Khodadad Movaghar
Official English Translator, Permit No. 214 Tehran
No. 229, Mirzaye Shirazi Ave., Abbas Abad St.,
Tel.: +98 21 88100520 Fax: +98 21 88702478

جمهوری اسلامی ایران
قوه قضائیه ـ اداره مترجمین رسمی

شماره ۸۹۷۷۵۵
ردیف دفتر ثبت

Official Translation from Persian

Logo

Islamic Azad University

South Tehran Branch

TRANSCRIPT OF GRADES

No.: [redacted]
Date: April 05, 2014

Transcript of

[redacted]

daughter of [redacted], holder of ID Card No. [redacted] issued in Tehran, born in 1987, admitted to this university in the first semester of the academic year 2005-2006 and graduated on July 23, 2009 with a Full-time Bachelor's Degree in ***Architectural Engineering.***

Course Title	*Semester*	*Type*	*Credit*		*Grade*	*Points*
			Theo.	*Prac.*		
English Language	1st of 2005-06	*G	3	0	18.5	55.5
Applied Geometry	1st of 2005-06	B	1	2	19.5	58.5
Materials & Construction Workshop	1st of 2005-06	B	0	2	19	38
Environmental Perception & Expression	1st of 2005-06	B	1	2	20	60
Mathematics & Statistics	1st of 2005-06	B	3	0	17	51
Introduction to Other Arts	1st of 2005-06	O	2	0	19	38
Pre-university Mathematics	1st of 2005-06	P	2	0	15.5	31
Physical Education I	2nd of 2005-06	G	0	1	20	20
Architectural Expression I	2nd of 2005-06	B	1	1	20	40
Perspective Geometry	2nd of 2005-06	B	1	1	16.5	33
Preliminaries of Architectural Design I	2nd of 2005-06	B	1	4	19.75	98.75
Statics	2nd of 2005-06	M	2	0	15	30
Strength of Materials	2nd of 2005-06	M	1	1	19	38
Islamic Thought I	2nd of 2005-06	G	2	0	18.5	37
Islamic Revolution of Iran	2nd of 2005-06	G	2	0	18	36
Architectural Expression II	1st of 2006-07	B	1	1	20	40
Human, Nature, Architecture	1st of 2006-07	B	1	1	20	40
Preliminaries of Architectural Design II	1st of 2006-07	B	1	4	18.5	92.5
Surveying	1st of 2006-07	M	1	1	19	38
Strength of Materials & Metal Structures	1st of 2006-07	M	2	0	19	38
Islamic Thought II	1st of 2006-07	G	2	0	17.5	35
Subject-oriented Interpretation of Quran	1st of 2006-07	G	2	0	19.5	39
Population & Family Planning	1st of 2006-07	G	2	0	20	40
Physical Education II	2nd of 2006-07	G	0	1	17	17
Imam Khomeini's Testament	2nd of 2006-07	G	1	0	17	17
Introduction to the World Architecture	2nd of 2006-07	M	2	0	20	40
Perception of Historic Buildings	2nd of 2006-07	M	0	3	20	60
Concrete Structures	2nd of 2006-07	M	2	0	17	34
Architectural Design I	2nd of 2006-07	M	1	4	18.5	92.5
Modern Structures	2nd of 2006-07	O	2	0	17.5	35
Islamic Ethics (Fundamentals & Concepts)	2nd of 2006-07	G	2	0	20	40
Persian Language	1st of 2007-08	G	3	0	20	60

خداداد موقر
شماره پروانه ۲۱٤ تهران، مترجم رسمی زبان انگلیسی
خیابان میرزای شیرازی، نرسیده به عباس آباد، نبش کوچه شهدا، پلاک ۲۲۹،
طبقه اول تلفن: ۸۸۷۰۲۲۷۸ فکس: ۸۸۷۱۲۴۵۱

Khodadad Movaghar
Official English Translator, Permit No. 214 Tehran
No. 229, Mirzaye Shirazi Ave., Abbas Abad St.,
Tel.: +98 21 88100520 Fax: +98 21 88702478

جمهوری اسلامی ایران
قوه قضائیه - اداره مترجمین رسمی

شماره ۸۹۷۷۵۳
ردیف دفتر ثبت

Introduction to the Islamic Architecture	1st of 2007-08	M	3	1	19.5	78
Environmental Conditions Control	1st of 2007-08	M	2	0	20	40
Building I	1st of 2007-08	M	2	0	20	40
Village I	1st of 2007-08	M	1	2	19.5	58.5
Architectural Design II	1st of 2007-08	M	1	4	19.5	97.5
Introduction to the Contemporary Architecture	2nd of 2007-08	M	2	0	18	36
Electrical Installations (Light & Sound)	2nd of 2007-08	M	2	0	20	40
Mechanical Installations	2nd of 2007-08	M	2	0	20	40
Building II & Workshop Report	2nd of 2007-08	M	2	1	18.75	56.25
Village II	2nd of 2007-08	M	1	2	19.5	58.5
Architectural Design III	2nd of 2007-08	M	1	4	19.5	97.5
Analytical History of Early Islam	2nd of 2007-08	G	2	0	20	40
Theoretical Fundamentals of Architecture	1st of 2008-09	M	3	0	20	60
Measurement & Estimation	1st of 2008-09	M	1	1	18.5	37
Urban Spaces Analysis	1st of 2008-09	S	2	1	18	54
Introduction to Restoration of Buildings	1st of 2008-09	S	2	1	19.75	59.25
Architectural Design IV	1st of 2008-09	S	1	4	20	100
Technical Design	1st of 2008-09	S	1	2	18	54
Introduction to Holy Quran	1st of 2008-09	G	1	0	20	20
Workshop Organization & Management	2nd of 2008-09	M	1	1	18.5	37
Introduction to Fundamentals of Skeletal Planning	2nd of 2008-09	S	1	1	17.5	35
Architectural Design V	2nd of 2008-09	S	1	4	19	95
Final Design	2nd of 2008-09	P	0	6	20	120

**Abbreviations: G=General, B=Basic, P=Preliminary, M=Main, S=Specialized, O=Optional, P=Project*

Student's Name: [redacted]

Total Credits Passed: 146
Total Credits Calculated in GPA: 146
Cumulative GPA: ***19.02*** (out of 20)

Note:
- During each semester, each theoretical credit is presented in 16 hours, each practical credit in 32 hours, and workshop in 48 hours of education.
- The courses grades range from 0 to 20. The minimum passing grade in associate's and bachelor's degree levels is 10; that for master's and doctorate degrees are 12 and 14, respectively.

This transcript of grades has been extracted from the records of the first semester of 2005-2006. The present Transcript of Grades is valid without erasure and/or alteration and was registered in the Graduates' Affairs Department under No. 93000957, dated April 12, 2014.

Signed & Sealed:
Students' Affairs Deputy
Dean of South Tehran Branch
Director General of Graduates' Affairs
Islamic Azad University

True Translation Certified. Tehran May 28, 2014

A-9089/DV

Department of Official Translators Affairs of the Judiciary of the Islamic Republic of Iran

Only the authenticity of the signature of the Official Translator is certified. This certification does not include confirmation of the accuracy of the translation and the authenticity of the translated document. Department of Official Translators' Affairs of the Judiciary of the Islamic Republic of Iran.

Example 68: Final Degree Certificate (Iran) – 1 page

Final degree certificates are typically issued in landscape format, such as the one below. The final degree certificate should be requested as proof of the degree. The transcript on its own and/or the provisional degree certificate are insufficient proof.

بسمه تعالی

دانشگاه آزاد اسلامی

دانشنامه پایان تحصیلات دوره

به استناد اساسنامه دانشگاه مصوب ۶۶/۸/۱۲ شورای عالی انقلاب فرهنگی و دادهٔ واحد مصوب ۶۷/۶/۱۴ مجلس شورای اسلامی

نظر به اینکه فرزند دارای شناسنامه شماره صادره از تهران متولد

دورهٔ تحصیلات کارشناسی رشتهٔ مهندسی معماری را در نظام آموزشی تمام‌وقت با گذراندن ۱۴۶ واحد درسی

و میانگین کل ۱۶/۰۲ (شانزده و دو صدم) در تاریخ ۱۳۸۸/۵/۱ در واحد دانشگاهی تهران جنوب به پایان رسانده است،

این دانشنامه به ایشان اعطا می‌گردد.

دکتر محمودرضا استوار

رئیس واحد دانشگاهی

دکتر عبدالله جاسبی

از طرف رئیس دانشگاه آزاد اسلامی

دکتر خسرو نوفی

شمارهٔ تأیید سازمان مرکزی

تاریخ تأیید سازمان مرکزی

English Translation: Final Degree Certificate (Iran) – 1 page

خداداد موقر
شماره پروانه ۲۱٤ تهران، مترجم رسمی زبان انگلیسی
خیابان میرزای شیرازی، نرسیده به عباس آباد نبش کوچه شهداء، پلاک ۲۲۹،
طبقه اول تلفن: ۸۸۷۰۲۴۷۸ فکس: ۸۸۷۱۴۲۵۱

Khodadad Movaghar
Official English Translator, Permit No. 214 Tehran
No. 229, Mirzaye Shirazi Ave., Abbas Abad St.
Tel.: +98 21 88100520 Fax: +98 21 88702478

جمهوری اسلامی ایران
قوه قضائیه ـ اداره مترجمین رسمی

۸۹۷۷۵٤ نمبر

ردیف دفتر ثبت

Translation from Persian

Logo

Islamic Azad University

CERTIFICATE OF BACHELOR'S DEGREE PROGRAM COMPLETION

Sealed Photo of Holder
Serial No.: [redacted]

On the strength of the Statute of Islamic Azad University passed on Nov. 03, 1987 by Cultural Revolution High Council and the Single Article passed by the Islamic Parliament on May 04, 1988, whereas,

[redacted]

daughter of [redacted] holder of ID Card No. [redacted] issued in Tehran, born in [redacted] successfully completed the Bachelor's Degree Program in South Tehran Branch of Islamic Azad University in ***Architectural Engineering*** in the full-time system on July 23, 2009, having passed 146 credits and obtained a GPA of ***19.02*** (out of 20), the present certificate of Bachelor's Degree is conferred upon her.

Central Organization Confirmation No: [redacted]
Date of Central Organization Confirmation: January 13, 2010

Signed & Sealed:
Dean of South Tehran Branch
For Chancellor of Islamic Azad University

True Translation Certified. Tehran May 28, 2014
A-9009/DV

Only the authenticity of the seal and signature of the Official Translator is certified. This certification does not include confirmation of the accuracy of the translation and the authenticity of the translated document. Department of Official Translators' Affairs of the Judiciary of the Islamic Republic of Iran.

M. KASHI
LEGALIZATION OFFICER

02 JUN 2014

Example 69: Provisional Degree Certificate (Iran) – 1 page

Provisional degree certificates may be issued if the coursework has been completed but there are still outstanding requirements to be met, such as the social or military service. For this reason, the provisional degree certificate is not sufficient proof of the award of the degree in Iran.

بسم الله الرحمن الرحیم

یرفع الله الذین آمنوا منکم والذین اوتوا العلم درجات

تاریخ ۱۳۸۸/۰۲/۱۹

شماره ۲۶۱/۰۸/۶۰۳۰گ

جمهوری اسلامی ایران

وزارت علوم، تحقیقات و فناوری

دانشگاه پیام نور

گواهینامه موقت پایان تحصیلات

(دوره کارشناسی)

به موجب ماده ۵۷ آیین نامه آموزشی دانشگاه مصوب مورخ ۱۳۸۰/۷/۱۸ شورای دانشگاه؛

بدینوسیله گواهی می شود :

خانم/آقای [redacted] (صاحب عکس فوق) فرزند [redacted] دارای

شناسنامه شماره / کدملی [redacted] صادره از **قائمشهر** متولد سال [redacted] پذیرفته شده

سال تحصیلی **۸۱-۱۳۸۰** در تاریخ **۱۳۸۷/۱۱/۳۰** دوره کارشناسی پیوسته رشته **زیست شناسی**

(گرایش **عمومی**) را در دانشگاه پیام نور مرکز / واحد **ساری** با

میانگین کل **۱۵/۵۲** (به حروف **پانزده و پنجاه و دو صدم**) باموفقیت به پایان رسانیده و

به اخذ درجه کارشناسی نائل گردیده است.

این گواهی فقط به منظور بهره مندی از مزایای آن صادر شده است و با ارائه آن دانشنامه نامبرده پس از طی مراحل قانونی صادر و تسلیم دارنده آن خواهد شد.

این گواهی تا صدور دانشنامه اعتبار دارد.

معاون آموزشی

دکتر رضا لطحیان

رئیس دانشگاه پیام نور . استان مازندران

دکتر ابوالقاسم اثنی عشری

English Translation: Provisional Degree Certificate (Iran) – 1 page

افشار امیری
مترجم رسمی زبان انگلیسی قوه قضائیه جمهوری اسلامی ایران
عضو جامعه مترجمان رسمی ایران
میدان ونک، نبش خیابان ۱۸، پلاک ۲۴۵۱، طبقه اول، واحد ۲، تلفن: ۸۸۱۹۵۵۸۳
AFSHAR AMIRI -Official English Translator to the Justice Administration
of I.R. Iran, Member of Iranian Association of Official Translators
Unit 2, 1st Floor, No. 2451, Corner of 18th St., Vanak Sq., Tehran (Tel.: 88195583)

جمهوری اسلامی ایران
قوه قضائیه ـ اداره مترجمین رسمی

شماره ۷۹۳۵۰۹
ردیف دفتر ثبت

Emblem of Iran
Islamic Republic of Iran
Ministry of Science, Research and Technology

14 JUL 2014 16193

Payam-E-Noor University

PROVISIONAL CERTIFICATE OF COMPLETION OF STUDIES

(Bachelor's Degree)

Photo of the holder affixed and sealed

Ref. No.: [redacted]

Date: May 09, 2009

محمدحسن قریشی ـ کارشناس
M.H.GHOREISHI
LEGALIZATION OFFICER

ISLAMIC REPUBLIC OF IRAN
MINISTRY OF FOREIGN AFFAIRS
LEGALIZATION AND PRIVATE STATUS DEPARTMENT
The authenticity of the seal & signature marked (X) is certified without any consideration to the contents.

By virtue of Art.57 of Educational By-laws of University approved on Oct.10,2001 of the Council of University:

This is to certify that [redacted] (holder of affixed photo), daughter of [redacted] holder of birth certificate no [redacted], issued at Ghaemshahr, born in [redacted], matriculated in the nationwide universities examinations in the academic year 2001-2002 has successfully completed the Continuous Bachelor's Degree Course in the field of Biology – majoring in General on Payam-E-Noor University, Sary branch on Feb.18, 2009 with G.P.A: 15.52 and received the Bachelor's Degree.
This provisional diploma of Bachelor's Degree is conferred upon her to enable her to benefit from all honors and privileges thereto appertaining, and by returning certificate the original Bachelor's Degree of the named person will issue after legal process.

This certificate shall be valid up to issuance of the original Bachelor's Degree.

Signed and sealed:
Dr. Reza Lahmian, Educational Deputy
Dr. Abolghasem Asnaashari, President of Payam-E-Noor University, Mazandaran Province
The seal and signature of authorities of university are authenticated.
Mr. Mohammad Hassan Yousefi, Director General of Domestic Students Affairs Department, Ministry of Science, Research and Technology, signed and sealed.

Only the authenticity of the seal and signature of the Official Translator is certified, not of the accuracy of the translation or the contents of the original document.
Translation Department of Official Translators' Affairs of the Judiciary of the Islamic Republic of Iran.

Having signed the original document, I hereby certify that the above is a true translation of the original.
July 12, 2014
Gh - 27570

افشار امیری
مترجم رسمی زبان انگلیسی
قوه قضائیه
شماره پروانه ۹۱۸
Afshar Amiri
Official Translator of the Judiciary License No. 918

Example 70: Transcript Issued in English (Iran) – 2 pages

Transcripts in English are often issued for the purpose of applying abroad, when students have not yet completed their obligations to the government (e.g., military service). Official transcripts in Farsi are not issued until such obligations are fulfilled.

In The Name Of God
University of Tehran
Transcript of University Grades

Student No : [redacted]
First Name : [redacted]
Last Name : [redacted]
ID.No : [redacted]
Date of Birth : [redacted]
Graduation Date : 02/19/2014

Faculty : Kish International Campus
Department : Architecture
Major : Architectural Engineering
Total Passed Units : 150
GPA : 18.07
Level : Bachelor

Academic Year 2009-2010 1st. Semester — EXCELLENT IN TERM
Semester Status : Normal

Course Title	Credit	Grade	Effect
Persian Literature	3	18	
Islamic Knowledge 1	2	17.5	
Practical Geometry	3	18.75	
Preliminary Architectural Expression	2	18	
Environmental Communication	3	18.25	
Islamic Revolution & its Roots	2	17	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
18.00	15	15	15	18.00

Academic Year 2009-2010 2nd. Semester — EXCELLENT IN TERM
Semester Status : Normal

Course Title	Credit	Grade	Effect
Islamic Knowledge 2	2	17.5	
Building Materials	2	17.5	
Statics	2	19.5	
Introduction to Architecture 1	5	19.25	
Architectural Communication 1	2	18	
Geometry and Architecture	2	19	
Human, Nature and Architecture	2	18.75	
History of Islam	2	18	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
18.57	19	19	34	18.32

Academic Year 2010-2011 1st. Semester — EXCELLENT IN TERM
Semester Status : Normal

Course Title	Credit	Grade	Effect
Physical Education 1	1	20	
Surveying	2	17	
Introduction to Architecture 2	5	17	
Architectural Communication 2	2	17	
Islamic Architecture 1	3	17	
Materials and Steel Structures	3	19	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
17.56	16	16	50	18.08

Academic Year 2010-2011 2nd. Semester — EXCELLENT IN TERM
Semester Status : Normal

Course Title	Credit	Grade	Effect
Physical Education 2	1	19.5	
Introduction to World Architectural	2	17	
Architectural Design 1	5	18.5	
Sketching 1	1	18	
Concrete Structures	2	18.25	
Contemporary Architecture	2	17	
Design Process	2	16	
Environmental Control of Build	2	15.5	
Population and family planning	1	15.5	
Designing in Crisis	2	20	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
17.65	20	20	70	17.95

Academic Year 2011-2012 1st. Semester — EXCELLENT IN TERM
Semester Status : Normal

Course Title	Credit	Grade	Effect
Computer Application in Architectur	2	19.5	
Electrical - Accoustics	2	16.25	
Building Systems	2	15	
Interior Design	2	17.5	
Architectural Design 2	5	18	
sketching 2	1	18.5	
Building Constrution 1	2	12.5	
Village I	3	19.5	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
17.29	19	19	89	17.81

Academic Year 2011-2012 2nd. Semester — EXCELLENT IN TERM
Semester Status : Normal

Course Title	Credit	Grade	Effect
Islamic Texts	2	16.5	
Introduction to Islamic Architecture 2	2	19.5	
Architectural Design 3	5	17.75	
Introduction to Physical Planning of Cities	2	16.5	
Construction 2	3	19	
Mechanical Systems	2	20	
Rural Architecture 2	3	18.75	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
18.26	19	19	108	17.89

University of Tehran — Academic Affairs

OFFICIAL TRANSCRIPTS
RECEIVED BY [redacted]
DATE
PAGE of

In The Name Of God
University of Tehran
Transcript of University Grades

Academic Year 2012-2013 1st. Semester — **EXCELLENT IN TERM**
Semester Status : Normal

Course Title	Credit	Grade	Effect
General English	3	19.75	
Architectural Design 4	5	19	
Introduction to Building Restoration	3	13.5	
Technical Design	3	18	
Islamic Education	2	17.5	
Management and Workshop Organization	2	20	
Measurement	2	20	
Historical Structures	3	18.75	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
18.26	23	23	131	17.96

Academic Year 2012-2013 2nd. Semester — **EXCELLENT IN TERM**
Semester Status : Normal

Course Title	Credit	Grade	Effect
Architectural Theories	3	18.75	
Architectural Design 5	5	19	
Urban Spatial Analysis	3	19	
Final Design	6	IC	3
Building and Construction Workshop	2	18	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
18.79	19	13	144	18.03

Academic Year 2013-2014 1st. Semester — **EXCELLENT IN TERM**
Semester Status : Normal

Course Title	Credit	Grade	Effect
Final Design	6	19	

Semester GPA	Registered Unit(s)	Semester Passed Unit(s)	Total Passed Unit(s)	Cumulative GPA
19.00	0	6	150	18.07

Academic Status

Full mark is 20
Last Status : Graduate Date : 02/19/2014

NOTE:

In "Effect" column:
"1", Indicates that the total passed unit(s) is not affected by this course.
"2", Indicates that the cumulative gpa is not affected by this course.
"3", Indicates that the total passed unit(s) and cumulative gpa are not affected by this course.
In "Grade" column the following abbreviations are used:

R	Reported
IC	Incomplete

GENERAL DIRECTOR OF ACADEMIC AFFAIRS
GHOLAMREZA ZEHTABIAN Ph.D
signed and sealed

Date : 11/30/2014 **NOT VALID WITHOUT SIGNATURE AND SEAL OF REGISTER** END OF TRANSCRIPT

Mexico

- Official Academic Records
  - » *Certificado de Estudios* (Transcript of Record)
  - » *Título* (Final Degree Certificate)
  - » *Cédula* (Professional License), if applicable, for purposes of online verification
- Official Language of Record
  - » Official documents are usually issued in Spanish.
- Unofficial Records
  - » *Kárdex, Historia Académica, Constancia* (Unofficial, internal records of study), unless contents can be verified online
  - » *Carta de Pasante* (Pass Certificate) (may not serve as degree certificate)
  - » *Diploma de Generación* (Diploma of Generation) (may not serve as degree certificate)

Example 71: High School Credential (Mexico) – 2 pages

The document below, often called a *Certificado de Estudios* or *Certificado de Terminación de Estudios*, is a transcript that also confirms that the program was completed and that all requirements have been met. As this document is sufficient proof of award of the high school qualification, a diploma is not commonly found. Note that this record does not always bear the term *Certificado de Estudios* at the top. However, the text will contain a combination of terms indicating successful completion of the program, *"Certifica/Certifico que…"*, along with *"Totalmente"* or *"Integramente,"*also seen below.

SISTEMA EDUCATIVO NACIONAL
DIRECCIÓN GENERAL DEL BACHILLERATO
CERTIFICADO DE TERMINACIÓN DE ESTUDIOS

EL **CENTRO ESCOLAR BENEMÉRITO DE LAS AMÉRICAS**
CON CLAVE DE CENTRO DE TRABAJO [redacted]
CON ACUERDO DE RECONOCIMIENTO DE VALIDEZ OFICIAL DE ESTUDIOS NÚMERO [redacted]
CERTIFICA QUE [redacted]
CON CLAVE UNICA DE REGISTRO DE POBLACIÓN (CURP) [redacted]
ACREDITÓ **TOTALMENTE LAS ASIGNATURAS**
CON UN TOTAL DE **332** CRÉDITOS
DEL PLAN DE ESTUDIOS DE **BACHILLERATO GENERAL**
DURANTE EL PERIODO COMPRENDIDO DE **AGOSTO DE 2010 A JUNIO DE 2013**

SISTEMA EDUCATIVO NACIONAL

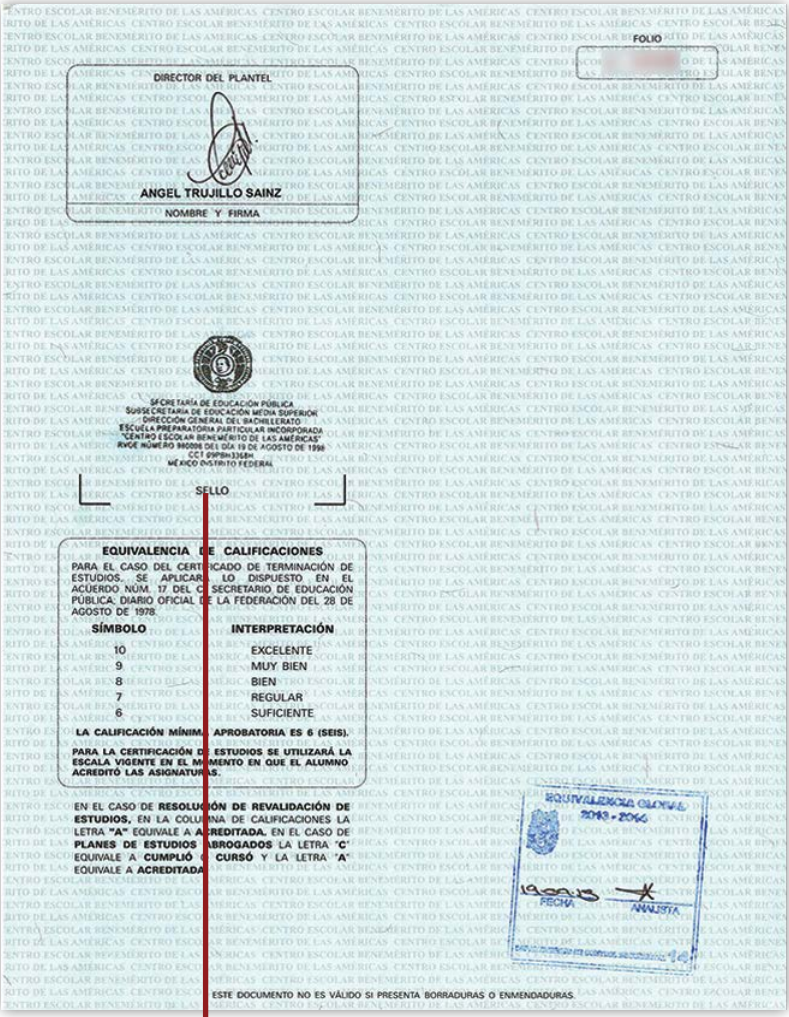
ASIGNATURAS/MÓDULOS	CRÉDITOS	CALIF. FINAL	ASIGNATURAS/MÓDULOS	CRÉDITOS	CALIF. FINAL
PRIMER SEMESTRE			**SEGUNDO SEMESTRE**		
MATEMATICAS I	10	7	MATEMATICAS II	10	8
QUIMICA I	10	8	QUIMICA II	10	7
ETICA Y VALORES I	6	9	ETICA Y VALORES II	6	9
INTRODUCCION A LAS CIENCIAS SOCIALES	6	9	HISTORIA DE MEXICO I	6	9
TALLER DE LECTURA Y REDACCION I	8	8	TALLER DE LECTURA Y REDACCION II	8	8
LENGUA ADICIONAL AL ESPAÑOL I: INGLES	6	10	LENGUA ADICIONAL AL ESPAÑOL II: INGLES	6	10
INFORMATICA I	6	7	INFORMATICA II	6	6
TERCER SEMESTRE			**CUARTO SEMESTRE**		
MATEMATICAS III	10	6	MATEMATICAS IV	10	6
BIOLOGIA I	8	7	BIOLOGIA II	8	10
FISICA I	10	8	FISICA II	10	7
HISTORIA DE MEXICO II	6	9	ESTRUCTURA SOCIOECONOMICA DE MEXICO	6	9
LITERATURA I	6	9	LITERATURA II	6	9
LENGUA ADICIONAL AL ESPAÑOL III: INGLES	6	8	LENGUA ADICIONAL AL ESPAÑOL IV: INGLES	6	9
FORMACIÓN PARA EL TRABAJO: HIGIENE Y SALUD COMUNITARIA			**FORMACIÓN PARA EL TRABAJO: HIGIENE Y SALUD COMUNITARIA**		
CONOCER LAS ESTRUCTURAS Y FUNCIONES BASICAS DEL CUERPO HUMANO	6	8	DETECTA FACTORES DE RIESGO DE LA SALUD MATERNO INFANTIL	6	9
ESTRUCTURAR FUNCIONES COMPLEJAS DEL CUERPO HUMANO	8	9	REALIZAR VALORACIONES NUTRICIONALES	8	10
QUINTO SEMESTRE			**SEXTO SEMESTRE**		
GEOGRAFIA	6	9	FILOSOFIA	6	10
HISTORIA UNIVERSAL CONTEMPORANEA	6	10	ECOLOGIA Y MEDIO AMBIENTE	6	10
FORMACIÓN PROPEDEÚTICA			METODOLOGIA DE LA INVESTIGACIÓN	6	9
CALCULO DIFERENCIAL	6	7	**FORMACIÓN PROPEDEÚTICA**		
TEMAS SELECTOS DE QUIMICA I	6	9	CALCULO INTEGRAL	6	7
CIENCIAS DE LA SALUD I	6	10	TEMAS SELECTOS DE QUIMICA II	6	9
PSICOLOGIA I	6	9	CIENCIAS DE LA SALUD II	6	9
			PSICOLOGIA II	6	10
FORMACIÓN PARA EL TRABAJO: HIGIENE Y SALUD COMUNITARIA			**FORMACIÓN PARA EL TRABAJO: HIGIENE Y SALUD COMUNITARIA**		
PARTICIPAR EN LA COMUNIDAD CON PROGRAMAS DE SALUD PÚBLICA	6	9	APLICAR LOS PRINCIPIOS DE LA EPIDEMIOLOGÍA	6	10
REALIZAR ESTUDIOS DE COMUNIDAD	8	9	APLICAR EL SANEAMIENTO BÁSICO EN PREVENCIÓN DE ENFERMEDADES	6	10

PROMEDIO GENERAL DE APROVECHAMIENTO
8.6

FOLIO [redacted]

EL PRESENTE CERTIFICADO SE EXPIDE EN MÉXICO, DISTRITO FEDERAL
A LOS VEINTICUATRO DÍAS DEL MES DE JUNIO DEL DOS MIL TRECE

ESTE DOCUMENTO ES VÁLIDO EN LOS ESTADOS UNIDOS MEXICANOS, SIN REQUISITO TRÁMITES ADICIONALES DE LEGALIZACIÓN



FOLIO

DIRECTOR DEL PLANTEL

ANGEL TRUJILLO SAINZ

NOMBRE Y FIRMA

SECRETARÍA DE EDUCACIÓN PÚBLICA
SUBSECRETARÍA DE EDUCACIÓN MEDIA SUPERIOR
DIRECCIÓN GENERAL DEL BACHILLERATO
ESCUELA PREPARATORIA PARTICULAR INCORPORADA
"CENTRO ESCOLAR BENEMÉRITO DE LAS AMÉRICAS"
RVOE NÚMERO 980086 DEL DÍA 19 DE AGOSTO DE 1998
CCT (09PBH3358H
MÉXICO DISTRITO FEDERAL

SELLO

EQUIVALENCIA DE CALIFICACIONES

PARA EL CASO DEL CERTIFICADO DE TERMINACIÓN DE ESTUDIOS, SE APLICARÁ LO DISPUESTO EN EL ACUERDO NÚM. 17 DEL C. SECRETARIO DE EDUCACIÓN PÚBLICA, DIARIO OFICIAL DE LA FEDERACIÓN DEL 28 DE AGOSTO DE 1978.

SÍMBOLO	INTERPRETACIÓN
10	EXCELENTE
9	MUY BIEN
8	BIEN
7	REGULAR
6	SUFICIENTE

LA CALIFICACIÓN MÍNIMA APROBATORIA ES 6 (SEIS).

PARA LA CERTIFICACIÓN DE ESTUDIOS SE UTILIZARÁ LA ESCALA VIGENTE EN EL MOMENTO EN QUE EL ALUMNO ACREDITÓ LAS ASIGNATURAS.

EN EL CASO DE **RESOLUCIÓN DE REVALIDACIÓN DE ESTUDIOS,** EN LA COLUMNA DE CALIFICACIONES LA LETRA **"A"** EQUIVALE A **ACREDITADA.** EN EL CASO DE **PLANES DE ESTUDIOS ABROGADOS** LA LETRA **"C"** EQUIVALE A **CUMPLIÓ CON CURSÓ** Y LA LETRA **"A"** EQUIVALE A **ACREDITADA**

EQUIVALENCIA GENERAL
2013 - 2066
FECHA
ANALISTA

ESTE DOCUMENTO NO ES VÁLIDO SI PRESENTA BORRADURAS O ENMENDADURAS.

NOTE:
This document may be issued by SEP (the Ministry of Education), the university to which the high school is attached, if applicable, or the regional authorities.

Digital records for high school studies have also been emerging since 2016, such as documents with QR codes that allow for online verification. However, this can vary by state.

English Translation: High School Credential (Mexico) – 2 pages

NATIONAL EDUCATION SYSTEM

GENERAL DIRECTION OF HIGH SCHOOL

CERTIFICATE OF STUDIES ACCOMPLISHMENT

THE **SCHOLAR CENTER BENEMÉRITO OF THE AMERICAS**
WITH JOB CENTER KEY
IN AGREEMENT OF ACKNOWLEDGE THE OFFICIAL STUDIES VALIDITY WITH THE NUMBER
CERTIFICATES THAT
WITH THE UNIQUE REGISTRATION KEY OF POPULATION (CURP)

ACCREDITS **TOTALLY THE SUBJECTS**
WITH A TOTAL OF **332** CREDITS
OF THE STUDY PLAN OF **GENERAL HIGH SCHOOL**
DURING THE TIME INCLUDED OF **AUGUST OF 2010 TO JUNE OF 2013**

SUBJECTS / MODULES	CREDITS	GRADE	SUBJECTS / MODULES	CREDITS	GRADE
FIRST SEMESTER			**SECOND SEMESTER**		
MATHEMATICS I	10	7	MATHEMATICS II	10	8
CHEMISTRY I	10	8	CHEMISTRY II	10	7
ETHICS AND VALUES I	6	9	ETHICS AND VALUES II	6	9
INTRODUCTION TO SOCIAL SCIENCES	6	9	HISTORY OF MEXICO I	6	9
READING AND WRITING WORKSHOP I	8	8	READING AND WRITING WORKSHOP II	8	8
LANGUAGE IN ADDITION TO SPANISH I: ENGLISH	6	10	LANGUAGE IN ADDITION TO SPANISH II: ENGLISH	6	10
COMPUTER SCIENCE I	6	7	COMPUTER SCIENCE II	6	6
THIRD SEMESTER			**FOURTH SEMESTER**		
MATHEMATICS III	10	8	MATHEMATICS IV	10	6
BIOLOGY I	8	7	BIOLOGY II	8	10
PHYSICS I	10	8	PHYSICS II	10	7
HISTORY OF MEXICO II	6	9	SOCIO-ECONOMIC STRUCTURE OF MEXICO	6	9
LITERATURE I	6	9	LITERATURE II	6	9
LANGUAGE IN ADDITION TO SPANISH III: ENGLISH	6	8	LANGUAGE IN ADDITION TO SPANISH IV: ENGLISH	6	9
TRAINING FOR WORK: HYGIENE AND COMMUNITY HEALTH			**TRAINING FOR WORK: HYGIENE AND COMMUNITY HEALTH**		
TO KNOW THE BASIC STRUCTURES AND FUNCTIONS OF THE HUMAN BODY	6	8	DETECTS RISK FACTORS FOR MATERNAL AND CHILD HEALTH	6	9
STRUCTURES AND COMPLEX FUNCTIONS OF THE HUMAN BODY	8	9	TO IMPLEMENT NUTRITIONAL VALUES	8	10

FIFTH SEMESTER			SIXTH SEMESTER		
GEOGRAPHY	6	9	PHILOSOPHY	8	10
CONTEMPORARY WORLD HISTORY	6	10	ECOLOGY AND ENVIRONMENT	6	10
PROPAEDEUTIC TRAINING			RESEARCH METHODOLOGY	6	9
DIFFERENTIAL CALCULUS	6	7	**PROPAEDEUTIC TRAINING**		
SELECTED TOPICS IN CHEMISTRY I	6	9	INTEGRAL CALCULUS	6	7
HEALTH SCIENCES I	6	10	SELECTED TOPICS IN CHEMISTRY II	6	9
PSYCHOLOGY I	6	9	HEALTH SCIENCES II	6	9
TRAINING FOR WORK: HYGIENE AND COMMUNITY HEALTH			PSYCHOLOGY II	6	10
PARTICIPATE IN THE COMMUNITY WITH PUBLIC HEALTH PROGRAMS	6	9	**TRAINING FOR WORK: HYGIENE AND COMMUNITY HEALTH**		
CONDUCT COMMUNITY STUDIES	8	9	APPLY THE PRINCIPLES OF EPIDEMIOLOGY	6	10
			APPLY BASIC SANITATION IN DISEASE PREVENTION	8	10

Overall average

8.6

Folio:

The presente Certificate is issued in Mexico, Distrito Federal.

On the TWENTY-FOURTH DAY OF JUNE OF THE TWO THOUSAND THIRTEEN

Equivalent qualifications

Symbol	interpretation
10	Excellent
9	Very good
8	Good
7	Average
6	Pass
5	Not passed

The least qualification to pass is 6 (six)

Example 72: Official University Transcript (Mexico) – 1 page

The official transcript in Mexico is referred to as a *Certificado de Estudios* (Certificate of Studies). It bears all requisite signatures and seals, along with a photo of the student. This document may be issued by SEP (the Ministry of Education) or by the university. As mentioned for the high school sample, this record may not always bear the term *Certificado de Estudios* at the top.

UNIVERSIDAD LA SALLE

Certificado de estudios

Folio

LA DIRECCION DE GESTION ESCOLAR DE LA UNIVERSIDAD LA SALLE
HACE CONSTAR QUE:
CURSO Y ACREDITO PARCIALMENTE LA LICENCIATURA EN QUIMICO FARMACEUTICO BIOLOGO
Con Reconocimiento de Validez Oficial de Estudios de la Secretaría de Educación
Pública, según acuerdo Núm. 934269 de fecha 23/11/93.
DGES.

EL PRESENTE CERTIFICADO AMPARA 25 MATERIAS
CORRESPONDIENTES AL PLAN DE ESTUDIOS VIGENTE.
MEXICO, D.F., A 07 DE JUNIO DEL 2016.

MTRO. RAUL ALBERTO HAUSER LUNA
DIRECTOR DE GESTION ESCOLAR

Acta de Autenticación No.
No. de cuenta

La escala de calificaciones es del 5 al 10 y la mínima aprobatoria es 6.

CLAVE	MATERIA	FECHA DEL CURSO	CALIFICACION NUM	CALIFICACION LETRA	OBSERVACIONES
	PRIMER SEMESTRE				
0101	QUIMICA I	01-1	6	SEIS	ORDINARIO
0102	FISICA I	01-1	10	DIEZ	ORDINARIO
0103	ALGEBRA SUPERIOR	01-1	10	DIEZ	EXTRAORDINARIO
0104	CALCULO DIFERENCIAL E INTEGRAL	01-1	7	SIETE	ORDINARIO
0105	INTRODUCCION A LA FARMACIA	01-1	8	OCHO	ORDINARIO
0106	COMPUTACION I	01-1	8	OCHO	ORDINARIO
HU01	ANTROPOLOGIA FILOSOFICA	01-1	9	NUEVE	ORDINARIO
	SEGUNDO SEMESTRE				
0208	QUIMICA II	01-2	9	NUEVE	ORDINARIO
0209	FISICOQUIMICA I	01-2	10	DIEZ	ORDINARIO
0210	CALCULO VECTORIAL	01-2	8	OCHO	ORDINARIO
0211	ECUACIONES DIFERENCIALES	01-2	7	SIETE	ORDINARIO
0212	BALANCE DE MATERIA	01-2	8	OCHO	ORDINARIO
0213	COMPUTACION II	01-2	9	NUEVE	ORDINARIO
HU02	REALIZACION EN PAREJA	01-2	9	NUEVE	ORDINARIO
	TERCER SEMESTRE				
0315	QUIMICA III	02-1	8	OCHO	ORDINARIO
0316	FISICA II	02-1	7	SIETE	ORDINARIO
0317	FISICOQUIMICA II	02-1	9	NUEVE	ORDINARIO
0318	ANALISIS I	02-1	9	NUEVE	ORDINARIO
0319	BALANCE DE ENERGIA	02-1	9	NUEVE	ORDINARIO
HU06	PSICOSOCIOLOGIA DEL MEXICANO	02-1	10	DIEZ	ORDINARIO
	CUARTO SEMESTRE				
0421	QUIMICA IV	02-2	7	SIETE	ORDINARIO
0422	FISICA III	02-2	8	OCHO	ORDINARIO
0424	ANALISIS II	02-2	8	OCHO	ORDINARIO
0425	BIOLOGIA CELULAR	02-2	8	OCHO	ORDINARIO
HU10	PSICOLOGIA DE LA PERSONALIDAD	02-2	9	NUEVE	ORDINARIO

LA PRESENTE ES COPIA FIEL DEL ORIGINAL EXPEDIDO EN LA UNIVERSIDAD LA SALLE EL DIA 20 JUNIO DE 2016 MISMO QUE SE ENCUENTRA EN PODER DEL INTERESADO

MTRO. RAUL ALBERTO HAUSER LUNA
DIRECTOR DE GESTIÓN ESCOLAR
CIUDAD DE MÉXICO, A 24 DE JUNIO DE 2016.

DIRECCIÓN DE GESTIÓN ESCOLAR

Firma del Alumno

No es válido si tiene raspaduras o enmendaduras.

Certificado válido en los Estados Unidos Mexicanos, no requiere trámites adicionales de legalización.

English Translation: Official University Transcript (Mexico) – 1 page

LA SALLE UNIVERSITY

LA SALLE UNIVERSITY

Academic Transcript

Folio [redacted]

THE DIRECTORATE OF ACADEMIC SERVICES OF THE LA SALLE UNIVERSITY
HEREBY CERTIFIES THAT: [redacted]
PARTIALLY COMPLETED THE DEGREE OF CHEMIST PHARMACEUTICAL BIOLOGIST
WITH Recognition of certain. Validity of Studies from the Secretariat of Public Education
according to agreement No. 934249 of 11/23/93.
DGEI [redacted]

THIS COMPLETE ACADEMIC TRANSCRIPT ENCOMPASSES 26 SUBJECTS
CORRESPONDING TO THE CURRICULUM IN EFFECT
MEXICO, FEDERAL DISTRICT, JUNE 07, 2016

[signature]

MTRO. RAUL ALBERTO HAUSER LUNA
DIRECTOR OF ACADEMIC MANAGEMENT

[seal and signature]

SEP SESIC - DGES [hologram]
THE DOCUMENT HAS BEEN AUTHENTICATED PURSUANT ARTICLE 18-D OF THE HIGHER EDUCATION COORDINATING ACT

[image]

[barcode]

Authentication Record No. [redacted]
Account No. [redacted]

VOID IF ALTERED OR ERASED

The grading scale is from 5 to 10 and the minimum passing grade is 6.

CODE	SUBJECT	TERM	GRADE No.	GRADE WORDS	REMARKS
	FIRST SEMESTER				
C101	CHEMISTRY I	01-1	6	SIX	REGULAR
C102	PHYSICS I	01-1	10	TEN	REGULAR
C103	HIGHER ALGEBRA	01-1	10	TEN	RETAKE
C104	DIFFERENTIAL AND INTEGRAL CALCULUS	01-1	7	SEVEN	REGULAR
C105	INTRODUCTION TO PHARMACEUTICS	01-1	8	EIGHT	REGULAR
C106	COMPUTER STUDIES I	01-1	8	EIGHT	REGULAR
H001	PHILOSOPHICAL ANTHROPOLOGY	01-1	9	NINE	REGULAR
	SECOND SEMESTER				
C208	CHEMISTRY II	01-2	9	NINE	REGULAR
C209	PHYSICAL CHEMISTRY I	01-2	10	TEN	REGULAR
C210	VECTOR CALCULUS	01-2	8	EIGHT	REGULAR
C211	DIFFERENTIAL EQUATIONS	01-2	7	SEVEN	REGULAR
C212	MATERIAL BALANCE	01-2	8	EIGHT	REGULAR
C213	COMPUTER STUDIES II	01-2	9	NINE	REGULAR
H002		01-2	9	NINE	REGULAR
	THIRD SEMESTER				
C315	CHEMISTRY III	02-1	8	EIGHT	REGULAR
C316	PHYSICS II	02-1	7	SEVEN	REGULAR
C317	PHYSICAL CHEMISTRY II	02-1	9	NINE	REGULAR
C318	ANALYSIS I	02-1	9	NINE	REGULAR
C319	ENERGY BALANCE	02-1	9	NINE	REGULAR
H006	MEXICAN PSYCHOSOCIOLOGY	02-1	10	TEN	REGULAR
	FOURTH SEMESTER				
C421	CHEMISTRY IV	02-2	7	SEVEN	REGULAR
C422	PHYSICS III	02-2	8	EIGHT	REGULAR
C424	ANALYSIS II	02-2	8	EIGHT	REGULAR
C425	CELL BIOLOGY	02-2	8	EIGHT	REGULAR
H010	PSYCHOLOGY OF PERSONALITY	02-2	9	NINE	REGULAR

THIS IS A TRUE COPY OF THE ORIGINAL ISSUED IN THE LA SALLE UNIVERSITY ON JUNE 07, 2016 WHICH IS IN POSSESSION OF THE HOLDER

[Signature]

MTRO. RAUL ALBERTO HAUSER LUNA
DIRECTOR OF ACADEMIC MANAGEMENT
MEXICO CITY, JUNE 24, 2016

[Signature]
Student's Signature

PERITO TRADUCTOR WILLY DE WINTER AUTORIZADO

Valid within the United Mexican States. No additional legalization process required.

VOID IF ALTERED OR ERASED

Example 73: Unofficial University Transcript (Mexico) – 1 page

Educational institutions in Mexico will also issue unofficial, internal records of study, such as the *Historial Académico (*Academic History). The first page of the document, shown below, in comparison with the previous official transcript, does not bear all the requisite signatures and seals. Unless the contents can be verified online, it should not be accepted on its own.

Universidad La Salle Noroeste

HISTORIAL ACADÉMICO Página 1

Matrícula	Nombre	Programa Académico
[redacted]	[redacted]	LICENCIATURA EN NUTRICION

Periodo	Materia	Calif.	Horas	Créditos
AGO-DIC 2010	MATEMÁTICAS	10	5	8
AGO-DIC 2010	INTRODUCCIÓN A LA NUTRICIÓN Y A LA GASTRONOMÍA	10	3	6
AGO-DIC 2010	QUÍMICA	9	6	9
AGO-DIC 2010	COMPUTACIÓN	10	4	7
AGO-DIC 2010	REDACCIÓN EN EDUCACIÓN SUPERIOR	9	4	8
AGO-DIC 2010	CULTURA ALIMENTARIA I	9	3	6
AGO-DIC 2010	DIMENSIÓN HUMANA I	10	3	6
AGO-DIC 2010	QUÍMICA	9	6	9

Periodo	Materia	Calif.	Horas	Créditos
ENE-MAY 2011	NUTRICIÓN	10	3	6
ENE-MAY 2011	PROBABILIDAD Y ESTADÍSTICA	9	6	10
ENE-MAY 2011	BIOQUÍMICA	8	3	6
ENE-MAY 2011	ANATOMÍA Y FISIOLOGÍA DEL APARATO DIGESTIVO	9	3	6
ENE-MAY 2011	CULTURA ALIMENTARIA II	8	3	6
ENE-MAY 2011	LENGUA EXTRANJERA I	9	5	7
ENE-MAY 2011	DIMENSIÓN HUMANA II	10	3	6
ENE-MAY 2011	BIOQUÍMICA	8	3	6
ENE-MAY 2012	EVALUACIÓN DEL ESTADO NUTRICIO	10	3	6

MIRIAM GARCIA BRICEÑO

Ttular de Servicios Escolares

Veracruz s/n Nte. Frac. Obregón Norte, Apartado Postal No. 3, Cd. Obregón, Sonora, México. C.P. 85019
Tel. +52 (644) 410-6000 *Conmutador* Fax (644) 410-6003 **www.ulsa-noroeste.edu.mx**

English Translation: Unofficial University Transcript (Mexico) – 1 page

Universidad La Salle Noroeste

CERTIFICATE OF STUDIES

Student Number	Student Name	Major
[redacted]	[redacted]	Nutrition

Term	Course	Grade	Hours	Credits
Fall of 2010	Mathematics	10	5	8
Fall of 2010	Introduction to Nutrition and Gastronomy	10	3	6
Fall of 2010	Chemistry	9	6	9
Fall of 2010	Introduction to Computers	10	4	7
Fall of 2010	Superior Education Writting	9	4	8
Fall of 2010	Food Culture	9	3	6
Fall of 2010	Human Dimension I	10	3	6

Term	Course	Grade	Hours	Credits
Spring of 2011	Nutrition	10	3	6
Spring of 2011	Probability and Statistics	9	6	10
Spring of 2011	Biochemistry	8	3	6
Spring of 2011	Anatomy and Physiology of the Digestive System	9	3	6
Spring of 2011	Food Culture II	8	3	6
Spring of 2011	Foreign Language I	9	5	7
Spring of 2011	Human Dimension II	10	3	6

LUIS ALBERTO CORDOVA MINJARES

Registrar

Veracruz s/n Nte. Fracc. Obregón Norte, Apartado Postal No. 3, Cd. Obregón, Sonora, México. C.P. 85019
Tel. +52 (644) 410-6000 *Conmutador* Fax (644) 410-6003 www.ulsa-noroeste.edu.mx

Example 74: Final Degree Certificate with Verification (Mexico) – 4 pages

The degree certificate below represents a 4-year university degree in Mexico. If dealing with photocopies, it is important that an image is captured of the reverse side of the diploma, which contains additional information. Sizes of degree certificates can vary.

Universidad Tecnológica de Nayarit
Gobierno del Estado de Nayarit
Organismo Público Descentralizado

La Universidad Tecnológica de Nayarit

UNIVERSIDADES TECNOLÓGICAS

Otorga a

[illegible]

el título de

Ingeniera en Logística Internacional

En virtud de haber acreditado el Programa Educativo en vigor y cumplir con los requisitos de ley correspondientes, según constancias que obran en los archivos de esta institución. Se extendió el acta de exención de examen profesional el día 05 del mes de Noviembre del año 2014

Expedido en la Ciudad de Xalisco, Nayarit el día 05 del mes de Noviembre del año 2014

Lic. Alejandro Fonseca González
Rector (a)

English Translation:

Technological University of Nayarit

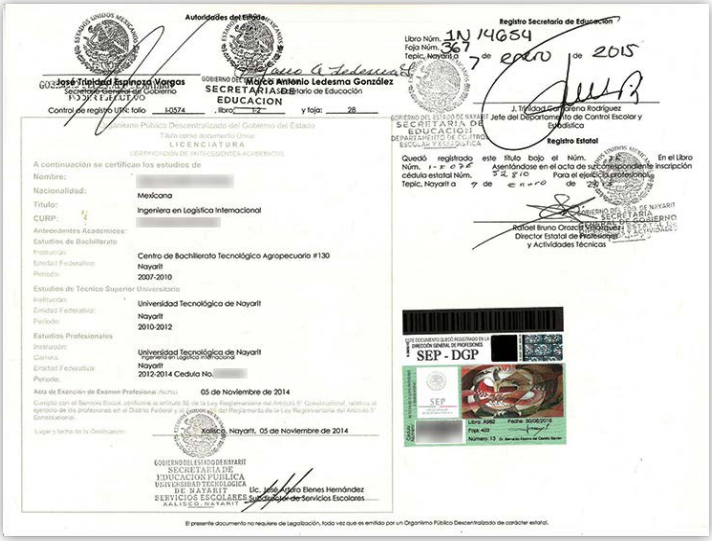
Grants
(student's name)
the Title of
Engineer in International Logistics

By virtue of having completed the educational program and in fulfillment of the corresponding requirements prescribed by law, as evidenced by the records found in the archives of this institution. The certificate of exemption from professional examination is issued on the 5th day of the month of November of the year 2014.

Issued in the city of Xalisco, Nayarit on the 5th day of the month of November of the year 2014.

[signature]
Rector

The reverse side of the degree certificate bears the authentication stamps of SEP, the *Secretaría de Educación Pública* (Ministry of Public Education), including signatures, seals, and a holographic security label for recently issued records.


Autoridades del Estado

José Trinidad Espinoza Vargas
Secretario General de Gobierno

Marco Antonio Ledesma González
Secretario de Educación

Control de registro URC folio 10574 , libro 12 y foja: 28

Gobierno del Estado Público Descentralizado del Gobierno del Estado
Título carro documento Unar
LICENCIATURA
CERTIFICACIÓN DE ANTECEDENTES ACADÉMICOS

A continuación se certifican los estudios de

Nombre:
Nacionalidad: Mexicana
Título: Ingeniera en Logística Internacional
CURP:

Antecedentes Académicos:
Estudios de Bachillerato
Institución: Centro de Bachillerato Tecnológico Agropecuario #130
Entidad Federativa: Nayarit
Periodo: 2007-2010

Estudios de Técnico Superior Universitario
Institución: Universidad Tecnológica de Nayarit
Entidad Federativa: Nayarit
Periodo: 2010-2012

Estudios Profesionales
Institución: Universidad Tecnológica de Nayarit
Carrera: Ingeniero en Logística Internacional
Entidad Federativa: Nayarit
Periodo: 2012-2014 Cedula No.

Acta de Exención de Examen Profesional (fecha) 05 de Noviembre de 2014

Cumplo con el Servicio Social, conforme al artículo 50 de la Ley Reglamentaria del Artículo 5° Constitucional, relativo al ejercicio de las profesiones en el Distrito Federal y en el Artículo del Reglamento de la Ley Reglamentaria del Artículo 5° Constitucional

Lugar y fecha de la Certificación: Xalisco, Nayarit, 05 de Noviembre de 2014

Gobierno del Estado de Nayarit
Secretaría de Educación Pública
Universidad Tecnológica de Nayarit
Servicios Escolares
Xalisco, Nayarit
Lic. Jesús Mario Elenes Hernández
Subdirector de Servicios Escolares

El presente documento no requiere de Legalización, toda vez que es emitido por un Organismo Público Descentralizado de carácter estatal.

Registro Secretaría de Educación
Libro Núm. 1N 14654
Foja Núm. 367
Tepic, Nayarit 7 de enero de 2015

Gobierno del Estado de Nayarit
Secretaría de Educación
Departamento de Control Escolar y Estadística
J. Trinidad Espinoza Rodríguez
Jefe del Departamento de Control Escolar y Estadístico

Registro Estatal
Quedó registrado este título bajo el Núm. 1-2-025 En el Libro Núm. 32 Asentándose en el acta de su correspondiente inscripción cédula estatal Núm. Para el ejercicio profesional
Tepic, Nayarit a 7 de enero de 2015

Gobierno del Estado de Nayarit
Secretaría de Gobierno
Rafael Bruno Orozco Velázquez
Director Estatal de Profesiones y Actividades Técnicas

Este documento queda registrado en la Dirección General de Profesiones
SEP - DGP

Libro: A982 Fecha: 30/06/2016
Foja: 433
Número: 13

English Translation:

This certifies the academic record of
Name:
Nationality:
Degree:
Unique Population Registry Code:
Academic Background
High School Studies
School:
State:
Period of Study:
Higher Technical University Studies
School:
State:
Period of Study:
Professional Studies
School:
Field:
State:
Period of Study:
Date of Certificate of Exemption from Professional Examination:

The following is an enlargement of the holographic security label, which also contains the ID number of the holder's professional license (*cédula*). Upon graduation, a *cédula* is issued, where applicable, granting holders the legal right to practice the profession for which they trained. The *cédula* number may be used for online verification.

English Translation:

This document was registered with the General Directorate of Professions of the Ministry of Public Education.
It is not valid if it bears any scratches or tampering.
Professional license number:
Book:
Page:
Number:
Date:

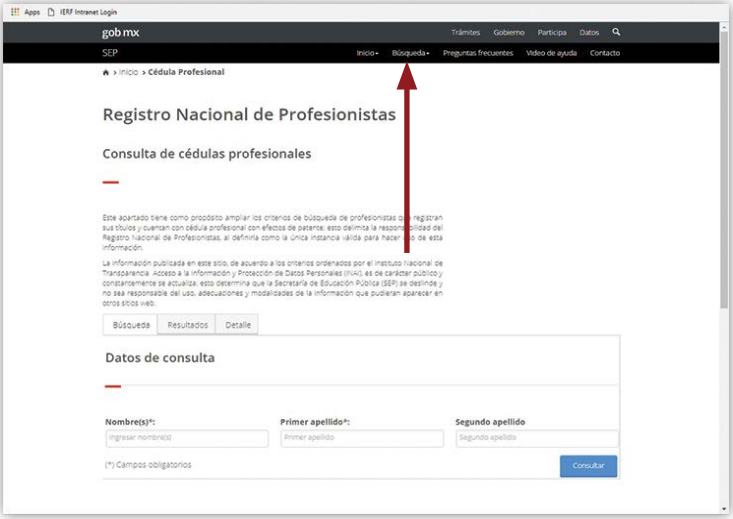
The image below is of the actual *cédula*, also containing the professional license number. Note that the look of the *cédula* has also changed over the years and was previously in portrait format. The example below, in landscape format, is the most current version.

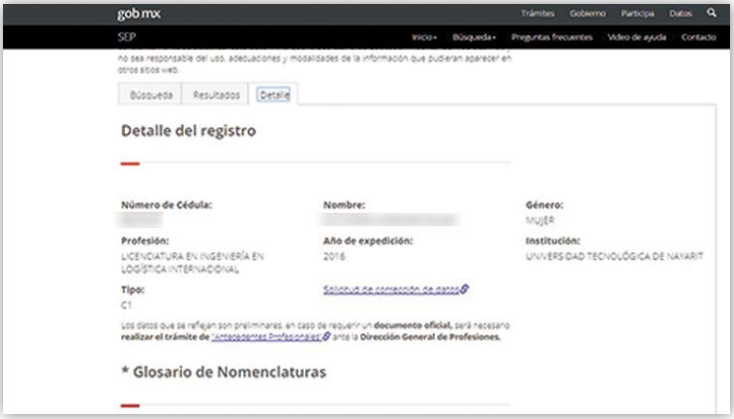
English Translation:

Ministry of Public Education
General Directorate of Professions
Professional License Number
###
Name of Holder
University Degree in Engineering in International Logistics

Signature of Title Holder
Mexico City, June 30, 2016

The *cédula* can be verified online at https://www.cedulaprofesional.sep.gob.mx/cedula/presidencia/indexAvanzada.action. A search can be done by name or by the *cédula* number. The choice of search fields can be found under *Búsqueda*.





Afterward, the details of the degree and degree holder are generated, with regard to the following:

- *cédula* no.
- name
- gender
- degree
- year of issue
- school
- type of license

Example 75: *Carta de Pasante* (Mexico) – 1 page

The *Carta de Pasante* is the Pass Certificate. It indicates that the theoretical portion of the program has been successfully completed. However, the required social service obligations have not yet been fulfilled and the degree has not been awarded. This document may also be referred to as an *Egresado* and be translated as a Certificate of Completion or a Leaving Certificate. This document would not be regarded as sufficient proof of the degree.

Nº

Benemérita
Universidad Autónoma de Puebla

DIRECCIÓN DE ADMINISTRACIÓN ESCOLAR

BUAP

CARTA DE PASANTE

Folio :

Se hace constar que el (la):

C.

con número de matrícula :

cuya fotografía aparece al margen, es PASANTE de

Licenciatura en Relaciones Internacionales

en virtud de haber cursado y acreditado, todas y cada una de las materias que cubren íntegramente el plan de estudios correspondiente.

La información aquí presentada ha sido cotejada con los registros existentes en el Archivo Escolar de esta institución.

A solicitud del interesado(a) y para los fines que estime necesarios; se extiende la presente.

ATENTAMENTE

"PENSAR BIEN, PARA VIVIR MEJOR"

H. Puebla de Zaragoza, a 10 de Enero de 2017

MTRO. OMAR GERARDO AGUIRRE IBARRA

DIRECTOR

La Benemérita Universidad Autónoma de Puebla, recaba sus datos personales únicamente para el cumplimiento de los fines sustantivos y adjetivos de la misma, por tanto se responsabiliza del manejo, tratamiento, uso y protección de aquellos que nos proporcione. Al efecto ponemos a su disposición el Aviso Integral de Protección de datos en www.transparencia.buap.mx.

English Translation: *Carta de Pasante* (Mexico) – 1 page

Central [Seal:] Puebla Meritorious Autonomous University 1578 BUAP
[Photograph]
[Seal:] Puebla Meritorious Autonomous University 1578 BUAP No.

Puebla Meritorious Autonomous University
School Administration Directorate

LETTER OF COMPLETION Sheet:

We declare that:

C.

with registration number:

whose picture appears on the margin, is TRAINEE in

BACHELOR IN INTERNATIONAL RELATIONS

By having studied and accredited, all and every course that completely cover the respective curriculum.

The information presented here has been compared against the School Archive Records of this Institution.

By request of the interested party and for all legal purposes, we issue this letter.

SINCERELY

"THINK WELL, TO LIVE BETTER"

H. Puebla de Zaragoza, January 10th 2017

[Signature]
MTRO. OMAR GERARDO AGUIRRE IBARRA
DIRECTOR

The Puebla Meritorious Autonomous University, only claims your personal records for the fulfillment of its fundamental purposes, therefore it is not responsible of the handling, treatment, use and protection of those you entrust us. To see the Protection Complete Notice go to www.transparencia.buap.mx

Example 76: *Diploma de Generación* (Mexico) – 1 page [22]

The Diploma de Generación, or Diploma of Generation, indicates that the student belongs to a certain cohort. It serves as proof of enrollment, typically listing the year of entry as well as the expected year of graduation. This document would not be confused as proof of the degree.

La Universidad Autónoma de Sinaloa

y la

Escuela de Economía

otorgan el presente

Diploma

a [redacted]

Como miembro de la generación 1987-1992 "Lic. Renato Moreshi Oviedo", de la carrera de:

Licenciado en Economía

"Suroum Verous"

Culiacán Rosales, Sinaloa, Julio de 1992.

El Rector

J.B.Q. David Moreno Lizárraga

El Secretario General

Lic. Carlos Karam Quiñones

El Director

Lic. Jaime Palacios Barreda

22 Special thanks to Barbara Glave and Credential Consultants, Inc. for sharing this sample document, along with the English translation that follows.

English Translation: *Diploma de Generación* (Mexico) – 1 page

Central [Seal:] Puebla Meritorious Autonomous University 1578 BUAP
[Photograph]
[Seal:] Puebla Meritorious Autonomous University 1578 BUAP No.

Puebla Meritorious Autonomous University
School Administration Directorate

LETTER OF COMPLETION Sheet:

We declare that:

C.

with registration number:

whose picture appears on the margin, is TRAINEE in

BACHELOR IN INTERNATIONAL RELATIONS

By having studied and accredited, all and every course that completely cover the respective curriculum.

The information presented here has been compared against the School Archive Records of this Institution.

By request of the interested party and for all legal purposes, we issue this letter.

SINCERELY

"THINK WELL, TO LIVE BETTER"

H. Puebla de Zaragoza, January 10th 2017

[Signature]
MTRO. OMAR GERARDO AGUIRRE IBARRA
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XII. Pesky Situations

When requesting official records of study from applicants, it is possible that transcripts may not be available, although the educational institution is still in operation. For example, transcripts in the United Kingdom were not commonplace until the mid to late 1990s. In fact, the Committee of Vice-Chancellors and Principals of the Universities of the United Kingdom, now Universities UK, had encouraged higher education institutions to make transcripts consistently available by 2001-02 (Skinner, 2006). For applicants with older studies, it is possible that only the degree certificate may be available. However, at times, the university may be able to provide a letter describing the syllabus and/or required papers. It is likely, however, that no grades would be listed.

In Japan, there is an educational law that states high schools only need to make transcripts available for 5 years from the time of graduation. Due to this timeframe, it is possible that one may only receive a graduation certificate and not a transcript from the candidate. Policies will need to be developed for instances like the UK and Japan, where certain records may no longer be available.

Another pesky situation may be found in some educational systems, whereby the failed attempts do not bear weight if the subject was finally passed. In such instances, the failed attempts are not reported on official records. However, they may be reported in alternate record formats. A conundrum is then presented. On one hand, for purposes of fairness and consistency, one may want to cite the failed attempts. On the other hand, one may find that this information is not consistently available when the official records of study are accepted and used.

Example 77: High School Certificate of Graduation (Japan) – 1 page

In Japan, official records of study are available in Japanese as well as in English. This particular example is provided in a bilingual format.

Certificate Number

CERTIFICATE OF GRADUATION

Okinawa Prefectual URASOE SENIOR HIGH SCHOOL
3-26-1 Uchima, Urasoe, Okinawa, 901-2121 Japan

生徒氏名
Student Name
First Name(名) Last Name(姓)

生年月日
Date of Birth
Year / Month / Day

I certify that the above person fulfilled the requirements for the academic course on

卒業年月日
Graduated 2013 March 1
Year / Month / Day

作成日
Date of Issue 2018 July 13
Year / Month / Day

学校長
Signature of Principal Genzo Uehara
Genzo Uehara 印

Example 78: Notification Regarding High School Records' Retention Policy (Japan) – 1 page

Although the student graduated in March 2013 (see previous example), the transcripts were not available, when they were requested in July 2018, as a result of the 5-year retention policy. This policy has been confirmed by the Consulate General of Japan in Los Angeles.

Notification

Okinawa Prefectual URASOE SENIOR HIGH SCHOOL
3-26-1 Uchima, Urasoe, Okinawa, 901-2121 Japan

生徒氏名
Student Name _____
First Name(名) Last Name(姓)

生年月日
Date of Birth _____
Year / Month / Day

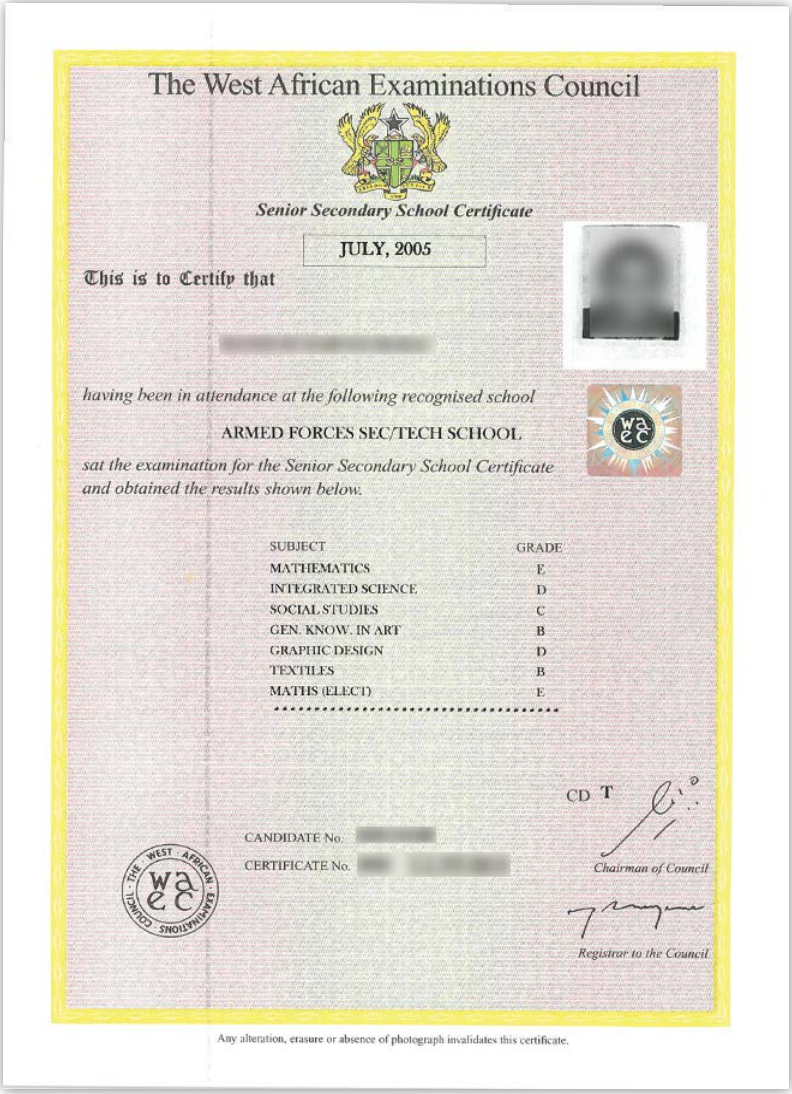
We can't issue the above person's transcript because it is beyond the records retention limit in accordance with the high school cumulative guidance records policy.

作成日
Date of Issue 2018 July 13
Year / Month / Day

学校長
Signature of Principal Genzo Uehara
Genzo Uehara 印

Example 79: Senior Secondary School Certificate (West Africa) – 2 pages

This credential, the Senior Secondary School Certificate, represented the end of secondary education in West Africa, serving as the pre-cursor to today's West African Senior School Certificate (WASSC). In this example, a total of 7 subject passes were reported.



The West African Examinations Council

Senior Secondary School Certificate

JULY, 2005

This is to Certify that

having been in attendance at the following recognised school

ARMED FORCES SEC/TECH SCHOOL

sat the examination for the Senior Secondary School Certificate and obtained the results shown below.

SUBJECT	GRADE
MATHEMATICS	E
INTEGRATED SCIENCE	D
SOCIAL STUDIES	C
GEN. KNOW. IN ART	B
GRAPHIC DESIGN	D
TEXTILES	B
MATHS (ELECT)	E

CD T

CANDIDATE No.

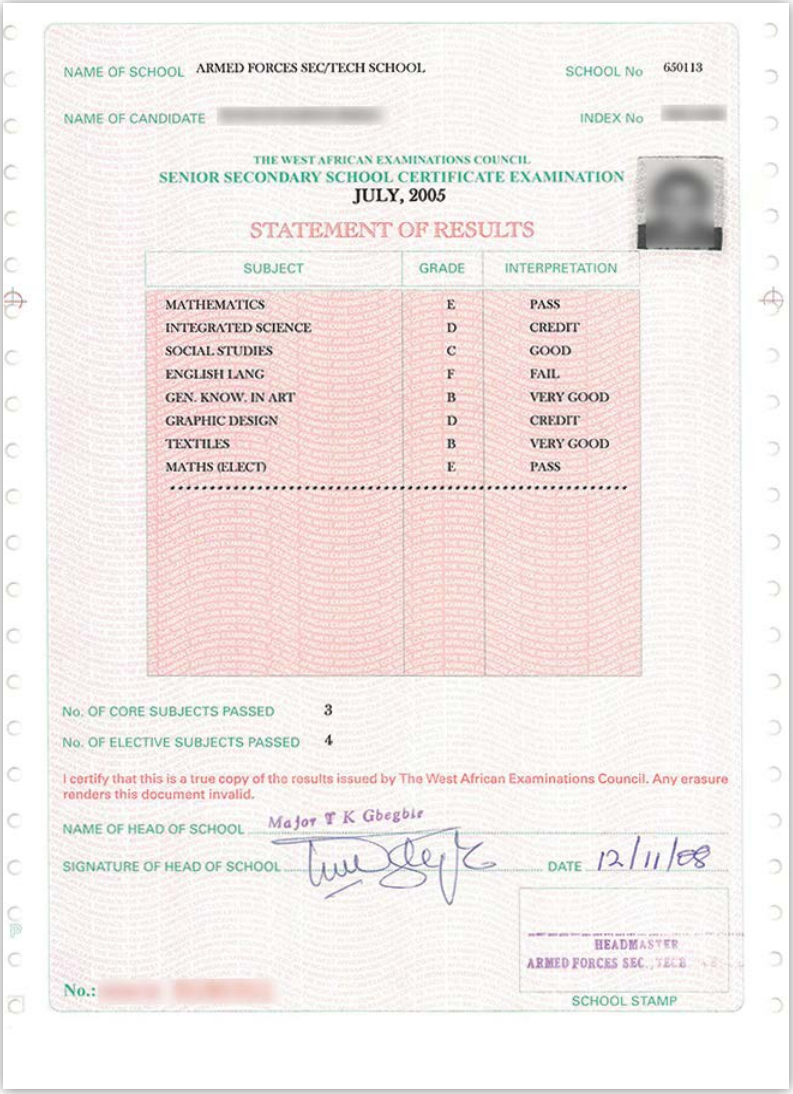
CERTIFICATE No.

Chairman of Council

Registrar to the Council

Any alteration, erasure or absence of photograph invalidates this certificate.

However, when one views the corresponding Statement of Results (typically not required) or verifies the credential online using a scratch card, a total of 8 subjects are found instead. The "extra" subject listed here is English language, which received a failing grade and was not reported in the **final** Certificate.



NAME OF SCHOOL ARMED FORCES SEC/TECH SCHOOL SCHOOL No 650113

NAME OF CANDIDATE INDEX No

THE WEST AFRICAN EXAMINATIONS COUNCIL
SENIOR SECONDARY SCHOOL CERTIFICATE EXAMINATION
JULY, 2005

STATEMENT OF RESULTS

SUBJECT	GRADE	INTERPRETATION
MATHEMATICS	E	PASS
INTEGRATED SCIENCE	D	CREDIT
SOCIAL STUDIES	C	GOOD
ENGLISH LANG	F	FAIL
GEN. KNOW. IN ART	B	VERY GOOD
GRAPHIC DESIGN	D	CREDIT
TEXTILES	B	VERY GOOD
MATHS (ELECT)	E	PASS

No. OF CORE SUBJECTS PASSED 3

No. OF ELECTIVE SUBJECTS PASSED 4

I certify that this is a true copy of the results issued by The West African Examinations Council. Any erasure renders this document invalid.

NAME OF HEAD OF SCHOOL Major T K Gbegbie

SIGNATURE OF HEAD OF SCHOOL DATE 12/11/08

HEADMASTER
ARMED FORCES SEC./TECH

No.:

SCHOOL STAMP

Example 80: Consolidated Statement of Marks and the Corresponding Semester Mark Sheet for the First Semester of Study (India) – 2 pages

In the consolidated mark sheet below, all the subjects are shown to have been passed. The corresponding individual mark sheet for the first semester of study is shown on the following page, reporting 4 failed subjects. However, these initial failed attempts, from December 2003, are not reflected on the consolidated mark sheet, only the final passing ones, from April 2004.

ANNA UNIVERSITY, CHENNAI

Folio No. [redacted]

B.E. DEGREE EXAMINATIONS

CONSOLIDATED STATEMENT OF MARKS

NAME OF THE CANDIDATE	[redacted]	REGISTER NO.	[redacted]
COLLEGE OF STUDY	116: Sri Venkateswara College of Engineering and Technology	MONTH & YEAR OF LAST APPEARANCE	April 2006
PROGRAMME & BRANCH	B.E. Computer Science and Engineering	REGULATIONS	2001

SEM.	SUBJECT CODE	SUBJECT TITLE	MAX	MIN	MARKS SECURED	MONTH & YEAR OF PASSING
03	CS231	Introduction to Analysis of Algorithms	100	50	072	APR 2004
03	CS232	Digital Systems	100	50	056	APR 2004
03	CS233	System Software	100	50	061	DEC 2003
03	CS234	Database Management Systems	100	50	061	APR 2004
03	EE255	Electrical Engineering and Control Systems	100	50	064	APR 2004
03	MA231	Mathematics - III	100	50	058	DEC 2003
03	CS235	Systems Software and DBMS Lab	100	50	085	DEC 2003
03	CS236	Digital Lab	100	50	094	DEC 2003
04	CS237	Object Oriented Programming	100	50	057	NOV 2004
04	CS238	Computer Architecture I	100	50	057	APR 2004
04	CS239	Interactive Computer Graphics	100	50	067	NOV 2004
04	CS240	Artificial Intelligence	100	50	054	APR 2004
04	EC250	Electronic Circuits	100	50	063	APR 2004
04	MA040	Probability and Queueing Theory	100	50	055	NOV 2005
04	CS241	Object Oriented Programming Lab	100	50	098	APR 2004
04	EC252	Electronics Lab	100	50	090	APR 2004
05	CS331	Digital Signal Processing	100	50	055	APR 2006
05	CS332	Theory of Computation	100	50	055	APR 2005
05	CS333	Operating Systems	100	50	051	NOV 2004
05	CS334	Microprocessors	100	50	075	NOV 2004
05	EC351	Analog, Digital and Data Communications	100	50	058	APR 2005
05	CS044	Multimedia	100	50	053	NOV 2004
05	CS335	Operating Systems Lab	100	50	072	NOV 2004
05	CS336	Microprocessor Lab	100	50	089	NOV 2004
06	CS337	Principles of Compiler Design	100	50	069	APR 2005
06	CS338	Software Engineering	100	50	054	APR 2005
06	CS339	Computer Networks	100	50	065	APR 2005
06	CS340	Computer Architecture II	100	50	061	APR 2005
06	MG323	Engineering Economics and Financial Accounting	100	50	056	APR 2005
06	CS062	C# and .NET Framework	100	50	055	APR 2005
06	CS341	Network Programming Lab	100	50	083	APR 2005
06	CS342	Compiler Lab	100	50	095	APR 2005
07	CE071	Principles of Environmental Science and Engineering	100	50	077	NOV 2005
07	CS431	Network Protocols, Management and Security	100	50	061	NOV 2005
07	CS432	Web Technology	100	50	060	NOV 2005
07	CS433	Object Oriented System Analysis and Design	100	50	062	NOV 2005
07	GE033	Professional Ethics	100	50	079	NOV 2005
07	MG331	Principles of Management	100	50	070	NOV 2005
07	CS434	Internet Programming Lab	100	50	092	NOV 2005
07	CS435	Software Systems Development Lab	100	50	092	NOV 2005
07	CS439	Comprehension	100	50	095	NOV 2005
08	GE406	Total Quality Management	100	50	079	APR 2006
08	CS030	Advanced Software Engineering	100	50	071	APR 2006
08	CS444	Project Work	200	100	185	APR 2006

End of Statement

Classification : FIRST CLASS

Total Marks (from 3rd to 8th semester) : 3161 / 4500

Percentage (rounded to nearest integer) : 70

Controller of Examinations, Chennai-600 025, Anna University

Medium of Instruction : ENGLISH

Chennai - 600 025.

Date : 11/08/2006

Controller of Examinations

ANNA UNIVERSITY

CHENNAI

B.E. DEGREE EXAMINATIONS

STATEMENT OF MARKS

Sl. No. [redacted]

Folio No. [redacted]

NAME OF THE CANDIDATE	[redacted]	REGISTER NO.	[redacted]
COLLEGE OF STUDY	116:Sri Venkateswara College of Engineering and Technology	MONTH & YEAR OF EXAM.	Dec ' 2003
PROGRAMME & BRANCH	B.E-Computer Science And Engineering	DATE OF PUBLICATION	03/02/2004

SEM. NO.	SUBJECT CODE	SUBJECT TITLE	IM	UM	TOTAL	TOTAL MARKS IN WORDS	RESULT
		Max. Marks	020	080	100		
		Min. Marks	-	036	050		
03	CS231	Introduction to Analysis of Algorithms	020	025	--	*** ****	FAIL
03	CS232	Digital Systems	019	018	--	*** ****	FAIL
03	CS233	System Software	019	042	061	ZERO SIX ONE	PASS
03	CS234	Database Management Systems	020	019	--	*** ****	FAIL
03	EE255	Electrical Engineering and Control Systems	019	022	--	*** ****	FAIL
03	MA231	Mathematics - III	016	042	058	ZERO FIVE EIGHT	PASS
03	CS235	System Software and DBMS Lab	020	065	085	ZERO EIGHT FIVE	PASS
03	CS236	Digital Lab	019	075	094	ZERO NINE FOUR	PASS

*** End of Statement ***

Controller of Examinations * Anna University * Chennai-600 025.

Chennai - 600 025.

Date 27/05/2004

XIII. Glossary

Academic Record

A document that reports a student's progress and/or achievements. A common example is the transcript which lists the subjects studied or examined, along with the grades earned. Another example is the certificate or diploma indicating the award of a qualification. An academic record should also include the name of the institution and, ideally, the dates of attendance or date of completion.

AHEGS

Stands for Australian Higher Education Graduation Statement. A supporting record of study and recognition tool for completed qualifications in higher education. The Australian counterpart of the European Diploma Supplement.

Apostille

A legalization certificate created to accompany public documents, such as birth and marriage certificates, for their recognition and use abroad

Attestation

An academic record in France and other French-based educational systems, certifying a level of achievement

Attested Copy

A copy certified as being a true copy of the original. An ink seal is often applied to the photocopy along with a signature of the certifying representative. An attested copy should be issued by the appropriate body, who can confirm the authenticity of the record. May also be referred to as a certified copy.

Authentication

The act of seeking confirmation that an individual's credentials are true and valid. This may be done by reaching out to an educational institution or by using technology, such as an online portal. May also be referred to as verification.

Blockchain

A method by which digital credentials may be issued, using cryptography.

Bologna Process

A movement across Europe to harmonize the higher education systems among its participating countries. These reforms include the implementation of a Diploma Supplement, a recognition tool used to explain the credential it accompanies. See also Diploma Supplement.

Certificate

A document that represents the passing of an examination and/or the award of a qualification

Certificate of Graduation/Graduation Certificate

A document that typically represents the award of a qualification. It should bear the name of the program/qualification, the awarding institution, and the date of completion or conferral. For degree programs in China, however, it only represents the completion of the major program requirements, but not the conferral of the degree (e.g., Bachelor, Master, Doctor).

Certified Copy/Certified True Copy

See attested copy.

Certified Translation

A translation accompanied by a statement attesting that the translation is accurate to the best of the translator's knowledge. See also notarized translation, professional translation and sworn translation.

Certified Translator

An individual who passed an examination for professional translators and is certified as such by a professional organization

Consolidated Mark Sheet

A record of study in India that provides a summary of the subjects studied and grades received. Failed courses that were successfully repeated are omitted from consolidated mark sheets. See also Mark Sheet/Statement of Marks.

Credentials Evaluation/Credentials Assessment/Evaluation

A report that explains the educational equivalency of an individual's studies that have been completed in a different country. The report may be used for a variety of purposes, including access to further education, employment, and visa certification. Not to be confused with translation.

Degree Certificate

A document that represents the award of a degree. It should bear the name of the qualification, the awarding institution, and the date of completion or conferral.

Depository

An external, centralized place where academic records may be archived. The term is often used in context with the archival and retrieval of digital records.

Digital Record

An academic record that is issued electronically rather than as a physical document, or a physical record that is intended to enable automatic verification by electronic means.

Diploma

A physical document that represents the award of a qualification. It should bear the name of the qualification, the awarding institution, and the date of completion or conferral.
Depending on the country, Diploma may also refer to a type of qualification (e.g., a 2-3 year degree in Canada, a university degree in parts of eastern Europe…).

Diploma Supplement

A supporting record of study that explains the qualification that was awarded. Most commonly found across Europe as a recognition tool. Not to be confused with an Attachment to the Diploma, which is a transcript found in many Russian-based educational systems. See also Bologna Process.

Examination Certificate

A record indicating that a particular examination has been passed. It should bear the name of the examination, the board/council, and the date of the exam or the award. It may include the actual examination results (subjects examined and grades earned) or the results may be issued as a separate record.

Fraudulent Document

A record that has been falsified and is not true or genuine

HEAR

Stands for Higher Education Achievement Report. A supporting record of study in the United Kingdom, containing features also found in the European Diploma Supplement.

Mark Sheet/Statement of Marks

A record of study common to countries in South Asia, such as India and Pakistan. It lists the subjects studied and the marks/grades received, semester by semester, or year by year. See also Consolidated Mark Sheet.

Nostrification

Procedure for recognizing qualifications acquired abroad. Term commonly used in eastern Europe.

Notarized Copy

A copy signed by a notary public certifying the identity of the holder of the document. A notary does not authenticate the contents of the documents.

Notarized Translation

A translation that is completed by any translator (professionals and non-professionals), but is certified by a notary as a true copy of the original. The identity of the translator is also certified. Note that a notary does not authenticate the contents of the documents, including the original that is presented. See also certified translation, professional translation and sworn translation.

Official Record of Study

A record of study that is issued by the appropriate body, bearing the appropriate signature(s) and seal(s) for external use. The results recorded on the document are permanent and cannot be changed.

Original Record of Study

A record of study, such as a diploma or transcript that is issued as a first-generation document and is not a copy or scan. In some countries, only one original academic record is issued. In such cases, attested or certified copies are usually available.

Photocopy

A physical reproduction of a document, rather than the original

Professional Translation

A translation that is issued by an individual who produces translations as a professional service. This individual is trained as a translator and is formally paid for his/her translation services. See also certified translation, notarized translation, and sworn translation.

Provisional Certificate

A preliminary document that is issued preceding the final certificate or diploma. Depending on the country and credential, the provisional certificate may bear the same weight as the final degree certificate. In other instances, the provisional certificate is only presenting the preliminary student results and is an unofficial record of study. See also Temporary Diploma or Certificate of Graduation.

QR Code

Stands for quick response code. It is a formation of black and white squares that can be scanned for access to information. QR codes can be found on some academic records for the purpose of authentication.

Registry

A place where records are stored and kept

Results Slip

Typically, a record of study that is issued to the student for internal use rather than official use. Commonly refers to a student's examination results.

Reissue

An "original" diploma or certificate that is reproduced by the school as a replacement for the original. Such records are commonly labeled as duplicates or reissued documents.

Scan

An image, or digital reproduction, of a document

Sealed

Describes a record of study that is issued in an envelope from the institution of study. The envelope typically bears the name and address of the institution of study and is closed with adhesive. The flap may also bear the seal of the institution or the signature of its representative.

SPEEDE

Stands for Standardization of Postsecondary Education Electronic Data Exchange. A platform found in North America that facilitates the exchange of student data among educational institutions.

Statement of Results

Typically, a record issued by examination councils. If the results are not subject to change, it may be regarded as official.

Sworn Translation

A translation completed by a sworn translator, who has taken an oath under a court of law. A sworn translator is typically authorized by a particular office to perform this service, such as a Ministry of Foreign Affairs or Department of Justice. See also certified translation, notarized translation, and professional translation.

Temporary Diploma or Certificate of Graduation

A document that is often issued before the final graduation certificate is awarded. Depending on the country, there may or may not be other outstanding requirements after completion of the coursework (e.g., social service or military service). See also Provisional Certificate.

TEQS

Stands for Tertiary Education Qualification Statement. A supporting record of study and recognition tool for studies completed in New Zealand. The New Zealand counterpart of the European Diploma Supplement.

Testamur

Term used in Australia for degree certificate

Translation

A document that renders a record issued in one language into another language. Not to be confused with credentials evaluation. See also certified translation, professional translation, and sworn translation.

Transcript

A record of a student's performance in a program of study, typically listing the subjects studied and the grades received. It should include the name of the institution and, ideally, the name of the program along with the dates of attendance or the date of completion.

Unofficial Record of Study

A record of study that is issued for internal use, such as student advising. It often does not bear the appropriate signature(s) and seal(s). Additionally, in some countries, for a designated period of time, the results may be contested (and changed).

Verification

See authentication.

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West Africa Examinations Council (WAEC) https://www.waecheadquartersgh.org/

About NAGAP

NAGAP, The Association for Graduate Enrollment Management (GEM) is the only professional organization devoted exclusively to the concerns of individuals working in the graduate enrollment management environment.

The Mission of NAGAP is to engage and advance graduate Enrollment Management Professionals by promoting excellence and collaboration through education, research, and professional development.

NAGAP convenes conferences, institutes, and other activities that encourage networking among professionals, promote and facilitate collaborative dialogues, and seeks partnerships with thought leaders and experts to support research initiatives that strengthen the graduate enrollment management effort.

About IERF

International Education Research Foundation (IERF) was established as a not-for-profit, public-benefit agency and is the oldest credentials evaluation service not only in the U.S., but also in the world. Inez Sepmeyer and Ted Sharp, who were admissions officers at UCLA and California State University Northridge, respectively, recognized the need for assistance in the placement of international students and professionals. In 1969, IERF was founded.

We are proud to be celebrating our 50th anniversary. Since our founding, our mission has been to research and disseminate information on world educational systems. Using this information in our credentials evaluation reports, we help facilitate the integration of individuals educated outside the United States into the U.S. educational environment and work force.

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