

CERTIFICATION OF OFFICIAL TRANSCRIPTS

Completion and conferral of a graduate degree requires degree-seeking admission to Illinois Institute of Technology (Illinois Tech), and prior completion of the prerequisite degree requirement, as outlined in the current Graduate Catalog. Admitted graduate students are required to have earned the prerequisite degree(s) prior to enrollment, and to present certification of the earned degree(s) before completing any graduate degree at Illinois Tech. Students who have completed an undergraduate degree at Illinois Tech may be exempted from the degree certification policy at the discretion of the Office of Graduate Admission.

Degree certification will be completed at the time of admission, if the required documents have been provided by the student at that time. Students who have not provided this documentation at the time of admission must supply the required degree certifications prior to completion of the graduate degree at Illinois Tech. The student is responsible for requesting all required official documents and for any associated costs. The university reserves the right to deny degree conferral to any student who fails to provide the required certification of official documents.

Degree-seeking graduate students with an earned baccalaureate degree from an accredited U.S. Institution of Higher Learning: verification of the baccalaureate degree will be satisfied by the submission of the official certified transcript for the earned degree, either provided by the student, or sent directly from the institution conferring the degree to the university's Office of Graduate Admission. Students that have not provided this documentation at the time of admission must supply the required degree certifications prior to completion of the graduate degree at Illinois Tech.

Degree-seeking graduate students with an earned baccalaureate degree from a foreign institution of higher learning: verification of the baccalaureate degree will be satisfied by the submission and satisfactory review of the required original documents (or copies of original documents) and English translations, either sent directly from the institution(s) conferring the degree(s), provided by the student, or provided by an accepted international credential evaluation service to the university's Office of Graduate Admission. Students who have not provided this documentation at the time of admission must supply the required degree certifications prior to completion of the graduate degree at Illinois Tech. Visit the Office of Graduate Admission website (admissions.iit.edu/graduate) for details on submitting the official documents to an accepted international credential evaluation service.

Non-degree graduate students: verification of the baccalaureate degree is not required to pursue non-degree graduate courses, but must be provided in accordance with the above criteria should a student convert to degree-seeking status. Students who have not provided this documentation at the time of degree-seeking admission must supply the required degree certifications prior to completion of the graduate degree at Illinois Tech.

Failure to provide the required certification of the earned degree(s) will prevent degree conferral. Should the review of official documents fail authentication, the student will be dismissed from graduate study at the university.

The only potential exception to the policy listed above specifically concerns students in the Coursera MBA program. Please see the Coursera website for more information.

For any questions regarding the submission and/or certification of official transcripts, please contact the Office of Graduate Admission (admissions.iit.edu/graduate).