

Transcript Requirements and Guideline

Please read all of the information below regarding the submission of both electronic and paper transcripts.

Unofficial Transcript – To Upload on Supplemental Items Page

All applicants are required to upload one electronic or scanned transcript from each post-secondary institution attended under 'Unofficial Transcript.'

Scanned copies of transcripts must be up to date and must include the transcript "legend" which is usually printed on the back of the paper transcript. More detailed requirements for scanning and submitting can be found below. The Admissions Committee will make its decision about your application based on this scanned transcript. Please ensure that the file is complete and readable before submitting.

The following option applies to transcripts from Canadian universities only: In lieu of a scanned copy of a paper transcript, applicants may upload a .PDF file of their **academic history** from their university's student web service. Where possible, the file should include the university's grading legend and your name.

Technical Requirements

- Please scan your transcript in grayscale setting that results in a legible document.
- The file must be in .PDF format. .Jpg or .bmp formats, must be converted to .PDF before uploading.
- If a transcript from a single institution has multiple pages, it must be scanned into a single PDF document before uploading. You will not be able to upload transcript pages individually.
- The transcript legend must appear at least once for every scanned transcript submitted.
- Scanned documents must be clearly legible and print on standard CDN/U.S. 8 1/2" x 11" paper.

Official Transcript – Paper or Electronic Version from University

All admitted students are required to submit official transcript from each post-secondary institution attended. Each institution will have its own procedures for issuing transcripts, and in some cases this can take weeks or even months. You must consider this timeline when requesting your transcript(s).

Official Transcripts can be submitted in one of two ways:

1. (Preferred) Request an eTranscript to be sent directly to MMA@Rotman.Utoronto.Ca. Attention to: MMA Recruitment and Admissions Team.
2. Instruct your institution(s) to mail an official transcript directly to our office. Documents must be sealed in the original envelope from the issuing institution, with a signature across the seal.

MMA Recruitment and Admissions Office,
Rotman School of Management, University of Toronto,
105 St. George Street
Toronto, Ontario
Canada, M5S 3E6

All non-English language transcripts must be officially translated into English and submitted with the originals.

If the institution will only release the transcript to you, please request that they put it in a sealed envelope so that you can forward that envelope directly to our office. Do not open the envelope, as doing so will void the verification. The documents must be received in their original, sealed envelope to be considered official.