The handling of official transcripts outlined in this document applies to the Vanier Canada Graduate Scholarship program only. Processes may be different for other scholarships.

How do I submit my transcripts to SGS?

You must submit all of your official transcripts to Gail Lamkin, Scholarship Officer at the School of Graduate Studies (SGS) by the SGS internal deadline date of Sep. 24. You can either request your university to forward the official transcripts directly to Gail Lamkin or you can submit the official transcripts in person to Gail Lamkin at SGS. Transcripts do not need to be in a sealed envelope, but must be on official paper. Web-based transcripts are not acceptable as official.

A course I completed at a different university was transferred to my degree-granting university. Do I need the transcript from the university where I completed the transfer course?

Yes, you require an official transcript for all courses completed and transferred from other universities to fulfill the requirements of your degree. An official transcript for these courses must be submitted to indicate the grades received. The reason is that the transcript from the degree-granting university does not provide these grades, it only states that the course was completed and given a credit towards your degree.

My university does not provide individual grades for courses in my undergraduate/graduate program. What do I do in this case?

SGS uses the World Education Services (WES) resource to convert grades from a university outside of North America to Memorial’s grading system. In cases where an institution does not provide grades for individual courses, the WES resources will be used to find an acceptable overall grade conversion. It is important that official transcript are submitted in these instances.

My university is located outside North America and I don’t have enough time to get the transcripts by the SGS internal deadline. What do I do?

It is recommended that the student submit official transcripts. In special circumstances, if your university is outside North America and you cannot obtain official transcripts in time for the deadline, SGS can arrange to secure a photocopy of the transcripts you submitted upon admission to graduate school.

Can I give submit a photocopy of my transcripts?

The Vanier competition requires official transcripts from all universities within North America. For Universities outside North America, if you have requested an official transcript and it will be arriving after the SGS internal deadline date of Sep. 24, you can submit a copy of your transcript by the SGS internal deadline date to be used in the interim. However, a photocopy will not be acceptable if your application goes forward to the Vanier competition.

Will SGS accept a notarized photocopy of my transcript?

We will only accept a notarized transcript from a university outside of North America. The notary must be located within the province of Newfoundland and Labrador.

I only have one copy of an official transcript which I need for another application. Can the official transcript be returned to me once SGS has the information required?

No, transcripts are not returned to the applicants after the competition. If your application is selected to go forward to the Vanier competition your official transcript must be kept on file in case it is required. If you are not successful and are planning to apply to NSERC or SSHRC during the fall semester, Gail can forward your official transcripts to your academic unit so that it can be included with your application.