

Definitions – Official vs. Unofficial

An **official** transcript is one that is sent on your behalf, either by mail or electronically, directly to a named recipient. Your institution's Registrar must send official transcripts directly to MUN (when and if requested). Official transcripts sent by post mail are in a sealed, signature-stamped envelope; those sent electronically are by a secure email from your Registrar or third-party provider with directions to the recipient for access. There is a fee associated with each official transcript you request sent to a named party on your behalf. You will only need to request an official transcript if you are offered an interview at Memorial.

An **unofficial** transcript is one that you have in your possession and can direct to any named recipient. Unofficial transcripts are accessed directly through your student account at your academic institution, and they are a current copy of your academic history at that institution as of the present date. It is often a PDF file that can be downloaded by you at any time and there is no fee associated with this access. Such transcripts are usually marked as 'unofficial' by stamp or watermark from your institution. These types of transcripts are sufficient to upload with your application submission.

Note: Official transcripts sent to the applicant by their institution and then uploaded by the applicant to their application are acceptable and are considered **unofficial**. If the transcript passes through the owner of the academic record in any way, between the transcript request to the institution and its delivery at the intended recipient, it is no longer considered official by Memorial.