

# INTERNATIONAL ADMISSION AND ACADEMIC RECORDS

Extracted by TCW from the Quick Reference Guide, pages 39 & 40

An increasing number of prospective UC students have completed part of their high school or college work outside the United States, and their academic records include both U.S. and international credentials. Students with such mixed records often have questions about how to complete the university's application for admission. The information in this section is provided to assist you in advising these students.

Each UC campus has experienced international admission specialists to evaluate international academic records and determine transferability of international coursework. They are knowledgeable about the different grading systems and methods of reporting coursework in other countries.

Our international admission specialists are able to provide general information to students; however, they cannot provide formal evaluations for students before they apply. Additional guidance on how international coursework can meet requirements for freshman applicants can be found on pages 12–13. For transfer students, additional guidance can be found in UC's Statement on Transfer Credit Practices ([admission.universityofcalifornia.edu/counselors/files/Transfer\\_Credit\\_Practice.pdf](http://admission.universityofcalifornia.edu/counselors/files/Transfer_Credit_Practice.pdf)).

## IMPORTANT MESSAGE ABOUT THE USE OF AGENTS

UC does not partner with agents to represent the university or to administer any part of the undergraduate admission application process. The engagement of agents or private organizations for the purpose of recruiting or enrolling international students is not endorsed by UC. Agents who may be retained by students to help with the application process are not recognized as representatives of the university and do not have a contractual agreement or partnership to represent UC.

UC expects all applicants to complete their own application materials. The use of agent services is not aligned with UC's Statement of Integrity, expectations explained as a part of applying for admission to the university. For the complete statement, see [admission.universityofcalifornia.edu/docs/statementofintegrity.pdf](http://admission.universityofcalifornia.edu/docs/statementofintegrity.pdf).

UC expects an application to be the work of the applicant and that all information on the application is complete, accurate and truthful.

## ACADEMIC RECORDS

Students who accept an offer of admission to a UC campus must provide official academic records from all institutions they attended beginning with the equivalent of the first year of high school (ninth grade) in the United States. **Because it can take a substantial amount of time to obtain records from schools outside the United States, applicants should have legible photocopies of their official international academic records.** After a student submits an application, he or she should be prepared to send these copies to UC upon request. Official academic records will be required at the campus the student elects to attend.

The official record must list the titles of courses and examinations the student completed, the grades (marks) earned, the dates attended and any degree or diploma earned. In the United States, the academic record is usually referred to as a transcript; in other countries it may be called by another name, such as leaving certificate, maturity certificate, mark sheet, statement of results, bachillerato or baccalaureate.

We recognize that occasionally it may be difficult to obtain international records in the event of political upheaval or natural disaster; however, these situations are rare. Failure to provide official records may jeopardize a student's enrollment at UC.

## EVALUATION OF SECONDARY SCHOOL COURSEWORK FOR ADVANCED CREDIT

In most cases, we do not grant credit for secondary-level certificates or diplomas. However, credit is given for Singapore- Cambridge and Hong Kong and GCE Advanced-Level exams passed with a grade of A, B or C, as well as for Advanced Placement and International Baccalaureate exams (see pages 43 and 44).

## TRANSLATIONS

Secondary school records generally do not need to be translated unless they are in a language with an alphabet other than the Roman alphabet. In that case, official translations are required.

Students must submit certified translations of all international college/university records that are not issued in English. We will accept English-language translations provided by international universities or those performed by certified translators with knowledge of educational records and terminology.

## COURSE DESCRIPTIONS

The admissions office may need descriptions of college/university coursework to determine course content and verify that the student has completed required preparatory coursework for the major or college. Many international universities can provide translations into English. If a university cannot, we will accept a student translation.

We do not use course evaluations provided by professional credential evaluation agencies. All academic record and course evaluations are performed by UC's international admission specialists.

# INTERNATIONAL ADMISSION AND ACADEMIC RECORD

## THE APPLICATION

## SCHOLASTIC INFORMATION

On the undergraduate application, students must list all institutions attended, including any schools outside the United States, beginning with the equivalent of the ninth grade, even if the student satisfied or plans to satisfy the UC admission requirements with only U.S. coursework.

## ACADEMIC HISTORY

Students who attend school outside the United States should report their international coursework and grades in the Academic History section of the admission application to the best of their ability, following the instructions provided. **They should list all courses attempted and record the grades earned exactly as reported by the international school** — whether as numbers, letters, percentages or words. Students should not attempt to convert grades to the U.S. grading scale.

Prospective freshmen should report all external exams (such as GCE or IGCSE) completed and planned on the International External Exams page in the Test Scores section and select the grades/marks received exactly as they appear on the certified results sheet rather than the mark assigned by the teacher at the end of the course.

Transfer applicants should list hours, credits or units for course-work as noted on their academic records if their coursework is not reported as quarter or semester units, and record the marks/ grades earned exactly as reported by the international school — whether as numbers, letters, percentages or words.

## International Baccalaureate (IB) predicted scores

We request predicted IB scores from students enrolled in IB programs outside the United States. Prospective freshmen may provide predicted scores on the International External Exams page of the application for admission. If predicted IB scores are not available at the time of submission of the application, students do not need to worry, nor do they need to submit them at a later date. Predicted scores will not be the sole basis of admission selection by UC campuses.

## ENGLISH LANGUAGE PROFICIENCY

Students must report exam scores that demonstrate English proficiency. For details about the requirement, see page 38.

## THE APPLICATION