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 Graduating Transcript – Paper or Electronic Version from University

All admitted students are required to submit their official graduating transcript. Each institution will have its own procedures for issuing transcripts.

Official Transcripts can be submitted in one of two ways:
1. 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.

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

2. Request an eTranscript to be sent directly to GDipPA@Rotman.Utoronto.Ca. Attention to: GDipPA Recruitment and Admissions Team.