



**Academic Records**

Thank you for providing the academic records to complete your application file. Please note that once submitted, official academic records become the property of Indiana University South Bend and cannot be returned to you. This office will only certify copies and return the originals of *irreplaceable* academic records. The Office of International Student Services will not certify copies of academic records for any purpose other than to complete your records with Indiana University South Bend.

**EXAMPLES OF ACADEMIC RECORDS WHICH WILL NOT BE RETURNED:**

Official transcripts from US, Canadian, Israeli, Japanese, Korean, and Taiwanese institutions, copies of Chinese transcripts or Indian marks sheets which bear the school’s official stamp or seal, as well as those from schools which routinely issue multiple copies of official academic records upon a student’s request.

**EXAMPLES OF IRREPLACEABLE ACADEMIC RECORDS WHICH CAN BE CERTIFIED AND RETURNED:**

**Originals** of the following: degree certificates, Indian mark sheets (not attested copies), *scheine*, *attestat*, *prilozheniyek diplomu*, *diplom* certificates, British O and A level certificates, Royal Schools of Music certificates.

Please Note:

If you are submitting original, irreplaceable records, we will photocopy your documents and return them to you. During the week of orientation preceding your first semester of enrollment, you will be asked to bring your academic documents to the OISS for a final review.

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Local Phone Number: \_\_\_\_\_

For each document you are submitting, please list the title as it appears on the document.

	Photocopy	***	Original
1. _____	<input type="checkbox"/>		<input type="checkbox"/>
2. _____	<input type="checkbox"/>		<input type="checkbox"/>
3. _____	<input type="checkbox"/>		<input type="checkbox"/>
4. _____	<input type="checkbox"/>		<input type="checkbox"/>

If there is additional information you would like us to consider when reviewing your academic documents, please comment here:

**\*\*\*Please review the following statement when submitting photocopies of your academic records.**

By signing below, I certify that I am submitting true copies of my original official academic records. I understand that if any document submitted by me at any time is found to be false, my application may be cancelled, my admission may be rescinded, or I may be prohibited from continuing my enrollment with the university.

Signature \_\_\_\_\_ Date \_\_\_\_\_