

# SUPPORTING DOCUMENTS

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## Submission of Transcripts and Academic Records

Official transcripts are essential to the admission process. After applying to the university, applicants are required to submit official transcripts for all high school and/or post-secondary/higher education institutions attended. Transcripts are deemed official when sent directly to the Office of the University Registrar at MacEwan University by the issuing institution or educational authority, or submitted by the applicant in an envelope officially sealed by the issuing authority; the seal must be unbroken. Many institutions are sending official documents digitally using an online verification system. All other transcripts, including transcripts in sealed envelopes that have been opened, are considered unofficial. Unofficial transcripts may be used in evaluating applications for Early Admission.

Applicants who have attended high school in Alberta and/or an Alberta post-secondary institution who is a participating member of ApplyAlberta, MacEwan University will request official transcripts from those institutions on the applicants' behalf.

All transcripts received by MacEwan University become the property of the university, and will not be released, photocopied, or forwarded to the applicant or a third party.

## Document Translations

MacEwan University is an English language institution. Transcripts and academic records not issued in English must also include a certified English language translation. Translations must:

- be completed by a translator certified to translate the written language of the document to English,
- include an image of the original document used by the translator,
- be complete, literal, word-for-word, and
- be laid out in the same format as the original document.

For more details on the translation of documents refer to the Office of the University Registrar (<https://www.macewan.ca/apply-enrol/admissions/transcripts-documents/>) website.

## Program-Specific Documents

In addition to academic requirements, some programs have program-specific admission requirements such as resumés, references, letters of intent, police information checks, portfolios or auditions. Other programs require volunteer work or work experience which students may need to start well before they apply. If the program of choice has additional requirements, those will be listed under admission requirements in this Academic Calendar or on the program's website.