



**Have you received a conditional Offer of Admission? If yes,
CONGRATULATIONS!**

**Please be sure to read your Offer and provide evidence, generally in
the form of an official transcript(s), that you have met the required
conditions by the stated deadline date(s).**

What is an Official Secondary School Transcript?

This is the entire transcript/report issued by your secondary school/Ministry of Education. This should be on school/Ministry letterhead with a school stamp/seal and/or signature and contact information of a school official, such as the Guidance Counselor, Principal or Director.

What is an Official Post-Secondary School Transcript?

This is a document obtained from your academic institution. It will be a complete academic record with the institution’s name, your name, names and numbers of courses, credits, grading scheme, the grades you have received, as well as the graduation credential (if awarded) and official signature from an appropriate signatory (e.g. University Registrar).

Are you a Current Ontario Secondary School Student?

If you applied to Ryerson on an Ontario Universities’ Application Centre (OUAC) 101 Application Form, your grades will be submitted by your guidance office to the OUAC.

It is the responsibility of all OUAC 101 applicants to ensure that application information is truthful, complete and correct. Your guidance counsellor is responsible for providing your academic data to the OUAC. You should continually check this information to ensure there are no errors or omissions. Specifically, you should make certain that all courses and grades posted are correct and diploma requirements are met. It is especially important to do this after final grades are posted and prior to the closure of schools for the summer. Amendments to academic data should be made by your guidance counsellor via the OUAC. Ryerson is not responsible for making changes/updates to your Ontario Student Record.

Ensure that your guidance office, the OUAC and Ryerson are notified of any plans you have to upgrade or complete courses through night school, summer school, e-school, correspondence and/or distance education and that the grades achieved for those courses are submitted. If your



Grade 11, Grade 12 and/or other studies were completed outside of Ontario, you must submit these transcripts to Ryerson. See more information about [summer school and other extensions](#).

If you have attended or are currently attending post-secondary studies for any length of time (including one course) you must arrange for the submission of your official post-secondary transcript(s) to Ryerson, regardless of the application form you have used. If you omitted a post-secondary institution from your application, you **MUST** amend your application and include the missing information. Failure to indicate all institutions that you have attended (since secondary school) on your application can result in the cancellation of your application.

Are you a Former Ontario Secondary School Student?

If you previously attended an Ontario secondary school you can arrange submission of your official transcripts via the OUAC Transcript Request Form (TRF) or by logging in to your application. Visit [Transcript Information](#) on the OUAC website for more information.

If electronic submission is not available to you, you must personally make arrangements with the institution(s) to have official academic transcripts mailed to Undergraduate Admission and Recruitment (350 Victoria Street, Toronto, ON, M5B 2K3) or submitted in person at 380 Victoria Street, Podium Building, Room 144.

Depending on when you last attended, or if a private school you attended is no longer in operation, you may be required to contact the Archives of Ontario for records information at:

The Archives of Ontario
134 Ian Macdonald Boulevard
Toronto, Ontario, Canada
M7A 2C5

Web: www.archives.gov.on.ca/
Email: reference@ontario.ca
Tel: 416-327-1600 (Ontario only)
Toll-Free: 1-800-668-9933

Have you attended an Ontario University or College?

If you are currently attending or have previously attended an Ontario university or college, you can arrange submission of your official transcripts via the OUAC Transcript Request Form (TRF) or by logging in to your application. Visit [Transcript Information](#) on the OUAC website for more information.

If electronic submission is not available to you, you must personally make arrangements with the institution(s) to have official academic transcripts mailed directly to Undergraduate Admission and Recruitment (350 Victoria Street, Toronto, ON, M5B 2K3) or submitted in person (in a sealed envelope) at 380 Victoria Street, Podium Building, Room 144.



Are you a Current/Previous Ryerson Undergraduate Degree Student?

Previously admitted and enrolled Ryerson undergraduate degree students may choose to indicate on the Document Upload Page that Ryerson has transcripts on file. **New/updated official transcripts must be submitted and must reflect any/all changes since the previous submission.** Review your [Choose>Ryerson](#) applicant portal to ensure that Undergraduate Admissions has received all required official transcripts. If we find that any/all required transcripts are not on file, your application may be deemed incomplete.

All other approved students must resubmit official transcripts to demonstrate that admission conditions have been satisfied.

Undergraduate Admissions will obtain final grades for courses completed at Ryerson from Enrollment Services and Student Records.

Have you been Educated Outside of Canada?

You are personally responsible for the submission of both secondary and all post-secondary school academic transcripts, regardless of the date of completion and the country of origin. You should make all the necessary arrangements for submission of required transcripts at the time of application to ensure documents are received by applicable deadlines. Academic studies required for admission must be completed or in progress at the time of application.

Transcripts must show the individual marks or grades achieved in each course or subject taken, as well as the diploma/degree awarded (if applicable).

If your documents are in a language other than English, you must provide the documents in the original language, as well as certified/notarized literal English translations.

Naviance eDocs/Docufied and SCRIP-SAFE

For those applicants to whom it applies, Ryerson is registered to receive electronic documents via [Naviance eDocs/Docufide](#)



Country/System Specific Submission Instructions

Please refer to the table below for specific country and system credentials and submission instructions.

Country	Required Documentation
Bangladesh	<p>Interim Secondary: Standard X and interim/predicted final results issued by the school.</p> <p>Final Secondary: Higher Secondary Certificate Examination (HSC) showing Standard XII results, original or copy certified by the school.</p> <p>Interim Post-Secondary: Marks sheet documenting courses completed and grades achieved at the time of application.</p> <p>Final Post-Secondary: official degree/diploma (if awarded), officially certified Statements of Marks (Mark Sheets, Memorandum of Marks) for every attempt at every examination (even if an examination was failed and retaken issued by the university and not by the affiliated college.</p>
British-Patterned Education	<p>Interim Secondary: results for all years of secondary school study (GCSE/O Levels and GCE/A Levels), including predicted final results sent by your college/university counselor.</p> <p>Final Secondary: Certifying Statement of Results/Confirmation of Results issued directly from Board/Exam Syndicate or copy of the official certificate certified by a school official (i.e. Guidance Counselor, Headmaster, etc.) or Official Original Certificate issued directly from Board/Exam Syndicate.</p> <p>EDEXCEL:</p> <ul style="list-style-type: none"> • Name of Document: “Certifying Statement of Results” • Application form available on the Edexcel website: Certifying Statement of Results • Ryerson may also request access to your results online via Results Plus Direct <p>AQA:</p> <ul style="list-style-type: none"> • Name of Document: “Confirmation of Results to a Third Party” • Application form available on the AQA website: Confirmation of Results to a Third Party <p>CAMBRIDGE:</p> <ul style="list-style-type: none"> • Name of Document: “Certifying Statement of Results” • Application form available on the University of Cambridge website: Certifying Statement Application Form • Ryerson may also access your results online via CIE Direct <p>OCR:</p> <ul style="list-style-type: none"> • Name of Document: “Certifying Statement of Results” • Application form available on the OCR website: Certifying Statement Application Form



Country	Required Documentation
Caribbean	<p>Interim Secondary: final CSEC results as well as your predicted final CAPE results at the time of application.</p> <p>Final Secondary: Copy of official certificate issued by Caribbean Examination Council (CXC) that has been certified by a school official or Certifying Statement/Official Original Certificate issued directly from Caribbean Examination Council (CXC). Application form available on the CXC website: Certifying Statement Request Form Allow 3 weeks for processing.</p> <p>NOTE: A Preliminary Results Slip <u>not</u> an official certificate and is <u>not</u> acceptable documentation of final results. As well, a school-issued transcript showing CSEC and/or CAPE results is <u>not</u> acceptable documentation of final examination results.</p>
China, People's Republic of (P.R.C.)	<p>Final Secondary: officially certified academic transcripts from High School/Senior Middle School/Senior Secondary School showing all courses completed and grades achieved for all three years of study and Certificate of Graduation.</p> <p>University Entrance Examination: the National University Entrance Examinations (Gaokao), if completed.</p>
Eastern Europe	<p>Final Secondary: if completed in Eastern European countries (i.e. Bulgaria, Czech Republic, Hungary, Poland, Romania, Slovakia, etc.) are required to submit officially certified secondary school documents including a Certificate of Completion for General Secondary School Education as well as a Certificate of Maturity (if applicable in that country).</p> <p>Final Post-Secondary: Study Book or official copy of the official record provided by the institution attended and Proof of graduation with a diploma/degree (if applicable).</p>
French Baccalauréat	<p>Interim Secondary: Midterm/predicted marks and along with the academic record.</p> <p>Final Secondary: French Baccalauréat (Baccalauréat Général, Option Internationale, Diplome de Bachelier de l'Enseignement du Second Degre)</p>
Ghana	<p>Interim Secondary: Midterm/predicted marks and along with the academic record.</p> <p>Final Secondary: West African Senior School Certificate Examination results (WASSCE) offered by the West African Examination Council (WAEC), preferably in the form of "Confirmation of Results" issued directly from the Council.</p> <p>NOTE: Applicants who have completed their WASSCE studies since 1993 may be requested to provide Scratch Card information in order to verify their examination results. See the WAEC - Ghana website for details</p>



Country	Required Documentation
India	<p>Interim Secondary: Results for Standard X as well as interim/predicted final results issued by the school.</p> <p>Final Secondary: One of the following official certificates showing Standard XII results must be submitted by the state examination board or the All India (Central) Boards [Central Board of Secondary Education (CBSE), Council for the Indian School Certificate Examinations (CISCE) or the National Institute for Open Schooling (NIOS):</p> <ul style="list-style-type: none"> • All India Senior School Certificate Examination (AISSCE) • Higher Secondary School Certificate (HSC) • Higher Secondary School Leaving Certificate • Indian School Certificate (ISC) • Pre-University Examination • Intermediate Examination <p>Final Post-Secondary: official degree/diploma (if awarded) along with officially certified Statements of Marks issued by the university, not the affiliated college, (Mark Sheets, Memorandum of Marks) for every attempt at every examination (even if an examination was failed and retaken or if marks from an earlier examination or attempt appear on a later statement of marks).</p> <p>NOTE: Consolidated Mark Sheets are not official.</p>
Iran	<p>Final Secondary: Officially certified secondary School studies and Pre-University studies (since 1997) or National High School Diploma studies after 12 years (before 1997) and Certificate of Completion and the Diploma</p>
IB Diploma	<p>Interim Secondary: results for all years of secondary school study, including predicted final results.</p> <p>Final Secondary: An official Transcript Request Form is available at http://www.ibo.org/informationfor/alumni/transcripts/.</p>
Israel	<p>Final Secondary: Matriculation Certificate (BAGRUT)</p>
Korea, Republic of (South)	<p>Final Secondary: Officially certified academic transcripts showing all courses completed and grades achieved for all three years of study and Certificate of Graduation.</p>
Middle East	<p>Final Secondary: [i.e. General Secondary Education (Leaving) Certificate – Tawjihi/Tawjihyah/Shahadat Al-Thanawiya-Al-A’ama] showing individual marks or grades achieved in each course/subject taken at the senior level (including failed grades if applicable).</p>



Country	Required Documentation
Nigeria	<p>Final Secondary: West African Senior School Certificate Examination results (WASSCE) offered by the West African Examination Council (WAEC), preferably in the form of “Confirmation of Results” issued directly from the Council. See the West African Examinations Council official website (WAEC) for details. NOTE: Applicants who have completed their WASSCE studies since 1991 may be requested to provide Scratch Card information in order to verify their examination results.</p>
Pakistan	<p>Final Secondary: Higher Secondary Certificate Examination (HSC) or Intermediate Examination documenting Standard XII results issued by the state board (i.e. Karachi State Board) or the federal board (i.e. Federal Board in Islamabad) Final Post-Secondary: official degree/diploma (if awarded) along with officially certified Statements of Marks issued by the university, not the affiliated college, (Mark Sheets, Memorandum of Marks) for every attempt at every examination (even if an examination was failed and retaken or if marks from an earlier examination or attempt appear on a later statement of marks).</p>
U.S.S.R and Russian Federation	<p>Final Secondary: <u>Former U.S.S.R.</u> – Attestat (Certificate of Completion of Secondary Education). Final grades listed on the Attestat itself. <u>Russian Federation</u> – Attestat (Certificate of Completion of Secondary Education). Includes all results of final examinations and a transcript listing the grades achieved in all subjects studied. If the Unified State Exam (USE) has been written, the results should accompany the Attestat. Final Post-Secondary: <u>Former U.S.S.R.</u> – Diploma of post-secondary education accompanied by a Supplement/Addendum to the Diploma (Prilozhenie k Diplomu which includes additional information about the program such as the list of subjects, grades, professional practicum and results obtained in the final state examinations). The Supplement/Addendum to the Diploma is not valid without the corresponding Diploma. <u>Russian Federation</u> - Diploma of post-secondary education accompanied by a Supplement/Addendum to the Diploma (Prilozhenie k Diplomu which includes the list of subjects, number of hours, admission credentials, grades, professional practicum and results obtained in the final state examinations). The Supplement/Addendum to the Diploma is not valid without the corresponding Diploma.</p>



Country	Required Documentation
Ukraine	<p>Final Secondary: Certificate of Complete General Secondary Education + Addendum (Atestat pro Povnu Zagal'nu Serednyu Osvitu + Dodatok).</p> <p>Final Post-Secondary: Diploma/Certificate earned along with the Addendum.</p> <p>NOTE: Applicants who attended a post-secondary institution but did not complete a program of study must arrange for the submission of the Academic Certificate (Akademichna Dovidka or Spravka).</p>
United States (and those Educated in U.S.-Patterned Overseas Schools)	<p>Interim Secondary: Interim results, along with your school profile.</p> <p>Final Secondary: Officially certified academic transcripts including promotion/graduation status of secondary and school profile (including accreditation, grading scheme, etc.). SAT and AP results should be sent directly from the College Board (Ryerson code 0886). ACT scores should be sent by ACT Institutional Services (Ryerson code 5166).</p>

General Policies and Procedures for the Submission of Official Transcripts

If you are offered admission, you will need to provide official transcripts (sent to us by mail in a sealed envelope directly from the issuing institution). Your Offer of Admission will be contingent upon the receipt and verification of your official documents.

Transcripts are considered official when sent directly by the issuing school and/or agency in a sealed envelope. They generally bear an original seal/stamp and/or official signature from an appropriate signatory. Transcripts must show the individual marks or grades achieved in each course or subject taken, as well as the graduation credential awarded (if applicable).

Ryerson will not send reminders requesting required documents. The official documents must be received by Undergraduate Admissions by the deadline date(s) indicated in an official Offer of Admission.

All documents submitted to Ryerson become the property of Ryerson and will not be returned. All documents are routinely verified. All statements on your application must be correct and complete. Should you withhold, misrepresent, or fail to provide information, your application and registration status may be cancelled. Evidence of falsified documents will result in applicants being denied admission to the University. Information on falsified documents is shared with the **Association of Universities and Colleges of Canada (AUCC)**.



All transcripts received via the Document Upload Page are considered unofficial.

Ryerson University reserves the right to require official documents at any time during the application/admission process, and to rescind any Offer of Admission if discrepancies are found between unofficial and official documents.

You are personally responsible for the submission of both secondary and all post-secondary school academic transcripts, regardless of the date of completion and the country of origin. You should make all the necessary arrangements for submission of required transcripts at the time of application to ensure documents are received by applicable deadlines. Academic studies required for admission must be completed or in progress at the time of application.

If your documents are in a language other than English, you must provide the documents in the original language, as well as certified/notarized literal English translations.

If you previously applied to a Ryerson Undergraduate degree program and did not enroll, you must resubmit all required documents.

If your transcripts and/or other supporting documents show a name other than the one under which you applied, you must submit proof of name change, i.e. a marriage certificate, notarized statement, or other applicable legal document(s).

All applicants and approved students must access their Choose>Ryerson applicant portal by visiting choose.ryerson.ca. Your portal will indicate the transcripts and supporting documents that have been received by Undergraduate Admissions. It will also allow you to view letters/documents issued to you by Ryerson, as well as track your application status. We encourage you to view your Choose>Ryerson applicant portal frequently.