

UNIVERSITY OF ILLINOIS SPRINGFIELD

University of Illinois at Springfield Policy on Transcripts

In your application process with the University of Illinois Springfield (UIS), you will be asked to submit all of your post-secondary education documentation. This is because any education that you have had after high school will factor into what will become your UIS Grade Point Average (GPA). Your GPA will be the largest factor in your admission to UIS. Due to this, UIS will need attested mark sheets/transcripts from any institution that you have completed education up until the degree you are now seeking with our university.

UIS cannot use any transcripts that have been submitted to the university directly from students, unless the student delivers those transcripts in-person, in a university sealed envelope that has not been tampered with or broken. Otherwise, the student will need to contact their previous institution directly to have the official transcripts mailed to the Office of Admissions Department at UIS.

Office of Admissions
One University Plaza, MS UHB 1080
Springfield, IL 62703-5407

If your educational transcripts are in need of translation into English, UIS recommends that you utilize the services of World Education Services (WES) <https://www.wes.org/>. You will only need to have your transcripts translated by WES, *not articulated*. UIS trained staff will articulate your transcripts into your American GPA and use only that GPA in order to make an admissions decision. *UIS will not accept any previously articulated transcripts*. UIS recommends WES as they send your translated documents to UIS, as well as your original documents, both of which UIS will keep on file for your application upon receipt.

UIS understands that this process might be difficult for you depending on how long it has been since you have attended a particular institution, or based on the distance you currently are from that institution. However, UIS enforces this standard as the university has a very strict policy on academic integrity. By having documents sent directly from institution to institution, it limits the possibility that the documents will have been altered in anyway. *Please note that UIS will accept a certified digital copy of your transcripts sent directly from your institution to our university at incomingtranscripts@uis.edu.*

While we understand that it might be difficult to obtain your documents from your previous college, this is not an area in which the university will make exceptions. It must be done if you would like to gain admittance to any program at UIS. Or any program in the United States. Some employers in the United States even request transcripts from all post high school educational institutions in the application process. This is a common practice in the United States.

If you have a need for clarification or any have further questions, please reach out to our office.

Thank you,



Anna Bradford

International Admissions Counselor
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