

TRANSCRIPTS (Attachment)

A complete application includes all up-to-date transcripts (or other proof of registration in certain circumstances), as described below. The inclusion and completeness of these documents are essential for NSERC staff to determine your eligibility. Your complete set of up-to-date transcripts is also an integral part of the evaluation material reviewed by scholarship and fellowship selection committees.

Important guidelines for all applicants

- If you are already registered in your program of study at the time of application, you must submit a transcript for this program, regardless of the number of months completed, to demonstrate registration in the program. **This requirement also applies to programs of study started in the fall session of the year of application.**
- **Up-to-date transcripts** are defined as transcripts dated or issued in the fall session of the year of application (if currently registered) or after the last term completed (if not currently registered). As new studies may not have been completed, up-to-date transcripts may not include new entries or grades.
- Unofficial transcripts will be accepted **only** from PGS D applicants applying through their university **and only** for programs completed or in progress at the university submitting the application. Unofficial transcripts of any kind (including Web site printouts) will not be accepted in any other instances (for example, from direct applicants).
- If you are registered in a degree program that does not have any courses, you must still provide an up-to-date transcript to demonstrate registration in your program.
- All programs of study listed in the application, even if not completed, must be accompanied by an up-to-date transcript.
- If your university does not provide transcripts, you must submit, in lieu of a transcript, a letter bearing the official university seal/stamp or a letter signed by the Dean of Graduate Studies confirming i) your program of study, ii) your registration status and iii) the fact that the university does not provide transcripts.
- At its discretion, NSERC can request official transcripts before you take up the award or during your award period, for verification purposes. Failure to provide the transcripts when requested will result in cancellation of the award.
- Your transcripts must be submitted to NSERC with your application. NSERC will not accept transcripts submitted under separate cover.
- Transcripts must be scanned in black and white, and all transcripts saved as a single PDF file. The orientation of the transcript text must be upright (if possible), regardless of whether the transcript itself is in portrait or landscape orientation. The text must be oriented so that it is readable on a computer monitor from left to right without any adjustment by the viewer. You must include **one copy** of the legend located on the reverse of each transcript, to help the committees and NSERC understand the grading system at your university. **Do not scan the legend multiple times.**

It is your responsibility to ensure that your transcripts are complete and legible once uploaded, even if you apply through a university where a university official is responsible for uploading the transcripts. **In all cases**, the applicant is responsible for ensuring that the application is complete by reviewing the final version of the online application before it is submitted to NSERC.

Applications with transcripts that do not respect these requirements and those listed in the relevant section below will be removed from the competition.

PGS D applicants applying through the university

Up-to-date transcripts of all **undergraduate and graduate studies** must be scanned and uploaded, in the Transcripts - University page of your application, by the individual designated by the Office of Graduate Studies at your institution, as follows. First, ensure the Academic Background page of the application has been completed. Then enter the name and e-mail address of the individual designated by the Office of Graduate Studies in the Transcripts - University page of your application. Once the information is saved, an e-mail containing the appropriate links will be forwarded to this individual. Finally, ensure that the designated individual at the university has an up-to-date transcript for each and all of the degree programs listed under Academic Background. The status of the request can be verified on this page.