



UNIVERSITY OF TORONTO, ROTMAN SCHOOL TRANSCRIPT REQUIREMENTS

- A transcript must be **issued and sealed by your university** for it to be considered “official.”
- We prefer the official transcript be **sent directly from the university** to our office.
- If the university will not send transcripts directly, the applicant can forward the transcript to us. The original envelope must remain unopened with its seals **signed and stamped** by the university.
- If the transcripts are **not in English**, you need to request **two official transcripts**:
 1. One official transcript should be sent to us in one of the two ways described above.
 2. The second official transcript should **be translated into English** by an **official translator**, and then should be sent to us with the English translation. The translation should be **notarized** by a notary public, a lawyer, or your university.

Please note: if your university provides an English translation along with the original language version when they seal the first official transcript, there is no need to request a second transcript.

- Please ask your university to send your transcripts to:

MBA Admissions Office,
Rotman School of Management, University of Toronto,
105 St. George Street
Toronto, Ontario
Canada, M5S 3E6