TRANSCRIPTS from NON-CANADIAN HOST INSTITUTIONS

Arts and Science students who spend a period of study at a non-Canadian university by International Direct Enrolment (on an International Letter of Permission) are responsible for ensuring that an official transcript from the host institution is submitted to the International Programs Office (IPO) for assessment of transfer credit. In the case of students who spend a period of study at a non-Canadian university on a formal Queen’s University exchange program, the transcript will automatically be forwarded to the IPO by the host institution.

Having assessed the transfer credits, the IPO will forward the host institution’s official transcript together with a Statement of International Transfer Credits to the Office of the University Registrar at Queen’s. The student will be provided at no cost with a photocopy of the Statement of International Transfer Credits and with five stamped and signed photocopies of the transcript. A stamp reading "This is a certified true copy of an original document” will be followed by the signature of a member of the IPO staff and a second stamp reading "International Programs Office, Faculty of Arts and Science, Queen’s University.”

Please note that because of provincial privacy legislation neither the IPO nor the Office of the University Registrar, effective 1 September 2008, is authorized to retain a copy of the host institution’s official transcript, so no further copies of it can be provided. Students who anticipate a future need for an original official transcript from the host institution are strongly advised to obtain extra copies from the host institution during their stay. In most cases this will be easier to arrange in person rather than by later correspondence.