

# University of Idaho

## Academic Transcripts and Certified Translations

### *Official Transcripts from Outside the United States*

If you have attended a high school, college, or university located outside of the United States, you will need to request all schools attended to send the official transcript(s) directly to the University of Idaho. This may take some time, so please start this early in your application process. If you have attended a school in a country that does not issue transcripts to other schools but gives the original certificate or mark sheet directly to the student, you will need to make a photocopy of your original certificate or mark sheets and have the school you attended certify or attest that the photocopy is a true copy of your original document. U.S. embassies and consulates are often good resources for the attestation of educational documents as well. If you are in the United States, you may bring the original document(s) to our office for review and verification. All attested copies need to be verified against the original once you are on campus.

### *Translations of Transcripts from Outside the United States*

If your official transcript is in a language other than English, you will need to have it translated before we can determine if you meet our admission requirements. If you are residing in the United States, you may contact the embassy of the document's issuing country or a certified translation service. The following will apply:

- All translations must be prepared using the **same format** as the original document
- **All** information must be translated
- The translation must be **verbatim** (literal)
- No interpretation or evaluation of information should be included, for example, converting number grades to letter grades
- The translation must be typed, signed, and dated by the translator and must list contact information for the translator including address, phone number, fax number, and e-mail address if available
- Each applicant is responsible for any altered documents submitted; the applicant will be denied admission and the issuing board or institution will be notified
- The University of Idaho reserves the right to request professional credential evaluation by a third, independent party

To assist you with this process, three suggested translation services are listed below.

#### **Foundation for International Services, Inc.**

14926 - 35th Avenue West, Suite 210  
Lynnwood, Washington 98087  
Phone: (425) 248-2255 Fax: (425) 248-2262  
email: [info@fis-web.com](mailto:info@fis-web.com)  
<http://www.fis-web.com>

#### **Josef Silny & Associates, Inc. International Education Consultants**

7101 S.W. 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616 Fax: (305) 273-1984  
email: [info@jsilny.com](mailto:info@jsilny.com)  
<http://www.jsilny.com>

#### **SpanTran Educational Services, Inc.**

7211 Regency Square Blvd., Suite 205  
Houston, TX 77036-3197  
Phone: (713) 266-8805 Fax: (713) 789-6022  
email: [info@spantran-edu.org](mailto:info@spantran-edu.org)  
<http://www.spantran-edu.org>