



## Official Document Guidelines

As part of your enrollment with the UC Berkeley Master of Information and Data Science program, the UC Berkeley Graduate Division requires you to send official academic documents from all universities attended. This will clear a registration hold for your second term in the program. If you end up choosing to accept your enrollment offer, you will have several options for clearing this registration hold. We will be reaching back out after the enrollment deadline with instructions for making your selection.

If official documents are issued in a language other than English or Spanish, English translations are required. Transcripts originally issued in English are accepted, unless the transcript is indicated as a translation. For translations please note:

- Degree names and grades should be transliterated, not converted into English words or the U.S. grades of A–F.
- Translations must be provided by the degree granting institution, the ministry of education in the relevant country, [an American Translators Association \(ATA\) certified translator](#), or through a World Education Services (WES) [International Credential Advantage Package \(ICAP\) evaluation](#).
- Please note that ATA membership is not indicative of ATA certification. Someone can be a member of the ATA without being ATA certified.

Degree conferral certificates must state, explicitly, “Degree conferred on + date” or “Degree awarded on + date”; certificates indicating that the applicant passed an examination will not be accepted as official degree conferral certificates.

Official documents are assessed in terms of the educational systems of the country in which the documents are issued. See below for countries with specific official document guidelines.

### Australia

- Transcripts and degree conferrals required.
  - Degree conferrals are not required if the degree conferral is listed on the transcript.
- Applicants with an undergraduate degree are not required to provide a TOEFL/IELTS score.

### Brazil

- Transcripts and degree conferrals required.
  - Translations are required for documents originally issued in Portuguese.
- TOEFL/IELTS required.

## Canada

- Transcripts and degree conferrals required.
- Applicants with an undergraduate degree are not required to provide a TOEFL/IELTS score.

### Quebec

- Transcripts and degree conferrals required.
  - Translations are required for documents originally issued in French.
- TOEFL score is required, except for applicants with undergraduate degrees from Concordia University or McGill University.

## China

- Transcripts and degree conferrals required.
  - Translations are required for original materials originally issued in Chinese.
- TOEFL/IELTS required.

## India

- Transcripts and degree conferrals required.
- TOEFL/IELTS required.

## Kenya

- Transcripts and degree conferrals required.
  - Degree conferrals are not required if the degree conferral is listed on the transcript.
- Applicants with an undergraduate degree are not required to provide a TOEFL/IELTS score.

## Korea

- Transcripts and degree conferrals required.
  - Degree conferrals are not required if the degree conferral is listed on the transcript.
- TOEFL/IELTS required.

## Mexico

- Transcripts and degree conferrals required.
- TOEFL/IELTS required.

## Nigeria

- Transcripts and degree conferrals required.
  - Degree conferrals are not required if the degree conferral is listed on the transcript.
- Applicants with an undergraduate degree are not required to provide a TOEFL/IELTS score.

## Russia

- Transcripts and degree conferrals required.
  - Translations are required for original materials originally issued in Russian.
- TOEFL/IELTS required.

## Singapore

- Transcripts and degree conferrals required.
  - Degree conferrals are not required if the degree conferral is listed on the transcript.
- Applicants with an undergraduate degree are not required to provide a TOEFL/IELTS score.

## Taiwan

- Transcripts and degree conferrals required.
  - Degree conferrals are not required if the degree conferral is listed on the transcript.
- TOEFL/IELTS required.

## United Kingdom

- Transcripts and degree conferrals required.
- Applicants with an undergraduate degree are not required to provide a TOEFL/IELTS score.