

Welcome to the MEM or MEng program at Duke! Now that you've been admitted and accepted our offer, you must now submit final official transcripts from each institution listed in your application.

If you have any questions, please don't hesitate to contact us at [pratt\\_masters@duke.edu](mailto:pratt_masters@duke.edu). If your transcripts cannot be sent due to valid extenuating circumstance, please contact the Professional Masters Programs Admissions team at [pratt\\_masters@duke.edu](mailto:pratt_masters@duke.edu) or (919) 668-6789.

## How to Submit

Please request that each institution you have attended send us a final official transcript. Each transcript must bear an official signature in ink of the appropriate official at your institution (such as the registrar or recorder of records) and must include the institutional seal.

### *Electronic*

Electronic transcripts sent directly from the educational institution are considered official and should be sent to [pratt\\_masters@duke.edu](mailto:pratt_masters@duke.edu).

### *Paper*

Paper transcripts should be mailed to:

Paige Anderson  
Pratt School of Engineering  
Duke University  
3405 Fitzpatrick Center  
Box 90271  
Durham, NC 27708-0271  
USA  
Phone: +1 (919) 668-6789

You do not need to provide separate official transcripts from study abroad institutions, as long as the study abroad credits appear on your official transcript from your home educational institution.

## Submission Guidelines

### *If Your Degree Has Already Been Conferred*

If you have already completed a degree, please request that the school send us a final transcript showing all work completed, date degree, and degree conferred.

### *If Your Final Transcript Is Not Yet Available*

If you completed your degree very recently or are still enrolled in a degree program, your final official transcript may not be available until very close to your enrollment date (late December/early January or late summer). If this is the case, DO NOT wait to have your official transcript sent to us. Instead, please request that your educational institution send your most up-to-date transcript as soon as possible. Then, once the final transcript becomes available, request that it be sent to us as well.

#### *If You Only Have One Final Official Transcript*

We are aware that some international schools issue only one official transcript. If this is the case for the school(s) you attended, DO NOT send these documents to us, since no materials submitted in support of an application will be returned to you. Instead, send us exact copies that have been stamped as "Certified True Copies" by the appropriate institutional official of each institution that you attended. Uncertified copies are not acceptable.

#### *If Your Transcripts Is In A Language Other Than English*

If your final official transcripts are not in English, please provide BOTH the original official transcript AND an English translation. If your institution does not issue documents in English, you must have the transcripts translated by a professional translation service. Self-translations and notarized translations will not be accepted.

#### **What Happens If You Do Not Submit Your Official Transcripts**

The submission of your final official transcript or temporary official transcript is essential for us to begin the matriculation process. Without your transcripts, we cannot initiate the process to start your graduate career at Duke. This means you will not receive your Duke NetID credentials or register for classes until this happens. Therefore, it is imperative that you send the required transcripts to us as soon as you are able to do so.