

Welcome to the MEM or MEng program at Duke! Now that you've been admitted and accepted our offer, you should 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. If your transcripts cannot be sent due to valid extenuating circumstance, please contact the Professional Masters Programs Admissions team at 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.

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 transcript does not include the date and degree conferred, you must also submit a copy of your diploma or graduation certificate.

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). We will matriculate you without the final transcript. However, you must submit your final official transcript during orientation or your student status may be in jeopardy. Once the final transcript becomes available, request that it be sent to us immediately.

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 is essential for us to complete your full enrollment. We will matriculate you into the program, however, if you do not verify your degree and submit your transcript before orientation your enrollment could be in jeopardy. Therefore, it is imperative that you send the required transcripts to us as soon as you are able to do so and the final is available.