



INTERNATIONAL GRADUATE ADMISSIONS PROCESS

INTERNATIONAL GUIDELINES

To expedite the processing of your application, you may upload unofficial course-by-course transcript evaluations and test scores with your application. Applicants who have completed any undergraduate or graduate coursework at international higher education institution(s) are required to submit a course-by-course transcript evaluation from [World Education Services \(WES\)](#), [Educational Credential Evaluators \(ECE\)](#), or [Educational Perspectives](#).

- The course-by-course evaluation(s) must include coursework from every institution where college credit was earned.
- Before uploading your documents be sure all are legible, as only legible copies are accepted. If you have already submitted your application and wish to upload any missing unofficial transcripts or application documents (ex: statement of purpose, resume, etc.), please visit your MavLINK 'To Do List' to upload these documents to your application.
- A score on the TOEFL, IELTS or Pearson Test of English is required. Automatic waivers from this policy are granted for persons who have received a baccalaureate or other advanced degree from an institution in the U.S., OR, for applicants who have received or will be receiving a baccalaureate or other advanced degree from a pre-determined country on the [waiver list](#). While individual programs may require a higher score, the UNO Graduate Council has set a minimum score of 550 paper-based (pBT) TOEFL, 80 internet-based (iBT) TOEFL, 6.5 IELTS, or 53 PTE, with no exceptions to this policy.

If it is determined that an applicant has submitted false records or omitted information about previous school attendance, their application will be denied or admission will be rescinded.

If you are admitted, all official course-by-course transcript evaluations, exam scores, and the financial affidavit and accompanying bank statement are required before Visa (I-20) documents are issued and before you can register for classes.

If you have attended any institutions in the U.S., official transcripts received directly from the issuing institution are accepted by mail, or electronically through Parchment or National Student Clearinghouse.

Official course-by-course transcript evaluations for credits completed at an international higher education institution must be sent to the Office of Graduate Studies directly from [WES](#), [ECE](#), or [Educational Perspectives](#). Evaluations will be accepted from [WES](#), [ECE](#), or [Educational Perspectives](#) by mail, OR, if utilizing WES for your evaluation service we are able to accept the completed evaluation electronically through AccessWES, or through Parchment if you are using Educational Perspectives.

Official scores (GRE, GMAT, TOEFL) are to be submitted electronically, if available. If scores are unable to be sent electronically, please request that the scores be mailed to the address below. IELTS score reports are only accepted by mail at this time. Please note that, in order to be considered official, we must receive scores directly from ETS, GMAT, or IELTS.

Please see the contact information below:

UNO Office of Graduate Studies
6001 Dodge Street
Eppley Administration Building, Room 203
Omaha, NE 68182-0209
gradschool@unomaha.edu

ETS School Code: 6420

GMAT School Code: VWNW357

Details for uploading unofficial transcripts and examination results:

- UNO Coursework: Former UNO graduate or undergraduate students do not need to submit transcripts for prior UNO coursework. Graduate Studies will obtain any necessary UNO transcripts.
- All transcripts are required for admission consideration, including community colleges and dual credit. Please note, transfer credit posted on a transcript from another institution is not accepted in lieu of transcripts from the institution attended.
- The unofficial transcripts must be complete (not select courses).
- Each document must include student name, name of institution, grades, and degrees earned. You may upload unofficial transcripts/course-by-course transcript evaluations before mid-year grades are posted.
- Scan multiple page transcripts into one file before uploading, and make sure the scanned file is saved as a PDF. Other formats are not accepted.
- Scan the document at the lowest resolution possible to produce a legible document (maximum 300 dpi). The file size cannot exceed 5 MB. If the scanned file is still too large, make a photocopy of the document and then scan the photocopy.
- Transcripts and examination results should be scanned using the gray scale option for clarity. Do not scan in color.
- If your Social Security number appears on your documents, mark out all except the last four digits of the number before uploading the transcripts to your application.
- If the grading scale of the institution is available, be sure to include that information.
- Before uploading your documents, please ensure all are legible.

OFFICE OF GRADUATE STUDIES

402.554.2347 | gradschool@unomaha.edu | graduatestudies.unomaha.edu

