Dear Student,

The Graduate School Admissions has approved your admission. At this time, the Graduate School Admissions Office needs your official transcript from your bachelor's degree granting institution, so that we may finalize your admission. Please note that all submitted transcripts will become the property of the UW-Madison Graduate School.

*University of Wisconsin Madison students do not need to send official transcripts, since we have access to them.*

International applicant's transcripts or academic documents must include an official English translation done by the bachelor's degree granting institution OR an official translator. Please include your degree certificate with your official transcripts. See [https://grad.wisc.edu/admissions/requirements/](https://grad.wisc.edu/admissions/requirements/) for country specific information

You should have a conferred degree before you begin your studies at UW-Madison. If your transcript does not show a degree and conferral date at the time of your admission, the Graduate School will need a final official transcript showing that information. There will be details in your formal admission letter explaining how and when you must submit the final transcript.

**Directions to send official transcripts to the University of Wisconsin Madison Graduate School:**

- Send official transcripts from your institution and ensure that you select UW-Madison Graduate School
- If your institution requires an email address for the transcripts to be sent, please use transcripts@grad.wisc.edu
- International students could have their institution send official transcripts as a PDF attachment to transcripts@grad.wisc.edu. Please provide your full name and campus ID in the email.

If your institution does not have an electronic option, send the official hard copy to the address to:

Graduate Admissions
University of Wisconsin-Madison
232 Bascom Hall
500 Lincoln Drive
Madison, WI 53706

Please contact admissions@grad.wisc.edu if you have any questions.

Thank you!

Graduate Admissions

Campus ID: 000000