



# Transcript Checklist for Graduate Programs

## Fall 2023 Vanier and Tri-Agency Doctoral/Affiliated-Doctoral Competitions

### Transcripts Required

- Up-to-date, official transcripts for all post-secondary (undergraduate and graduate) studies, including those undertaken but not completed. This also includes transcripts from institutions where transfer courses and exchange terms were taken.
- **UBC transcript:**
  - Official UBC transcript is preferred, but UBC Academic History (print-out) from SISC is acceptable. It **must include 2023W1 registration**.
  - Acceptable for students who have completed previous studies at UBC (i.e., for those who have grades from UBC)
  - Required for students who have no UBC registration prior to 2022W1 - to demonstrate 2022W1 registration in current UBC program.
  - For Vanier applicants: Can have a print date in Summer 2023.
  - For CIHR, NSERC and SSHRC Doctoral (**CGSD**) applicants (and **Affiliated Fellowships-Doctoral** applicants): Must have a print date of **September 1, 2023 or later**.
  - Must include UBC transcript key. The current version is available on the [Award Administration](#) webpage.
- **Other transcripts (Vanier requirements):**
  - **Only official transcripts are accepted** by Vanier
  - Acceptable:
    - Official transcripts from UBC admission application (eVision system): Scanned copies of official transcripts, accessed by the UBC graduate program from eVision, that were validated and uploaded by G+PS (i.e., transcripts listed as “Transcripts & Diplomas – Official” under ‘Document Type’ in eVision)
    - “Certified true” copies of official transcripts from the UBC graduate program’s own files. A certified true copy is defined as a copy of the original document (or of the original translated document if the official transcript is not in either English or French) that the graduate program has on file. It would typically have a stamp from the graduate program on it.
    - Official transcripts sent directly from the issuing institution to the UBC graduate program.
  - Not acceptable:
    - Unofficial transcripts (no water mark or Registrar’s signature or Registrar’s stamp and/or may note “unofficial” on each page and/or copied from institution student account)
    - Transcripts uploaded by the applicant for UBC admission (i.e., transcripts in eVision system that are not verified by G+PS)
- **Other transcripts (CGSD/Affiliated-Doctoral requirements):**
  - UBC requires **official**, up to date transcripts for **all post-secondary studies**. All transcripts must be authentic, complete, and up to date.
  - Acceptable:

- Official transcripts from UBC admission application (eVision system): Scanned copies of official transcripts, accessed by the UBC graduate program from eVision, that were validated and uploaded by G+PS (i.e., transcripts listed as “Transcripts & Diplomas – Official” under ‘Document Type’ in eVision)
    - "Certified true" copies of official transcripts from the UBC graduate program’s own files. A certified true copy is defined as a copy of the original document (or of the original translated document if the official transcript is not in either English or French) that the graduate program has on file. It would typically have a stamp from the graduate program on it.
    - Official transcripts sent directly from the issuing institution to the UBC graduate program.
    - Transcripts uploaded by the applicant for UBC admission (i.e., official transcripts in eVision system that are not verified by G+PS)
    - Applicant’s personal copies of official transcripts
  - Not acceptable:
    - Unofficial transcripts (no water mark or Registrar’s signature or Registrar’s stamp and/or may note “unofficial” on each page and/or copied from institution student account)
- If an applicant is attending an institution that does not provide transcripts, they must submit, in lieu of a transcript, a letter bearing the official institution seal/stamp or a letter signed by the Dean of Graduate Studies confirming:
  - their program of study
  - their registration status
  - the date on which they started the program of study
  - the fact that the institution does not provide transcripts
- **Up to date transcripts:**
  - **Vanier (CIHR, NSERC, SSHRC):** Up-to-date transcripts are defined as dated or issued in the **summer** session of the year of the application (if currently registered) or after the last term completed (if not currently registered).
  - **CGSD (CIHR, NSERC, SSHRC):** Up-to-date transcripts are dated or issued in the **fall** session of the year of the application (if currently registered) or after the last term completed (if not currently registered).
- **Foreign transcripts:**
  - For students including foreign transcripts, if the transcripts are not presented in one of Canada’s two official languages (English or French), a certified translation must be provided, in addition to the official transcripts in its original language.
- “All post-secondary studies” includes studies that did not lead to a degree (e.g., transfer courses or exchange terms)
  - Example: UBC transcript lists study abroad terms at “Sciences Po” institute in Paris. The courses are listed as transfer credit on the UBC transcript, but the grades are not listed. The official Sciences Po transcript must be provided.
- Include **one** copy of the legend or marking key (usually on back of transcript) for each institution. Please do not scan the legend multiple times.
- **Missing transcripts:** If transcripts from any institutions attended are missing when the application is submitted to G+PS, the application will be withdrawn from the competition as incomplete.

## Transcript submission instructions

### Submission instructions for Vanier CGS applications

- Applicants do not upload transcripts to their Vanier online application; transcripts are uploaded at a later date by institutions should the applicant be selected as a nominee
- Transcripts are provided by the applicant's graduate program to G+PS by the graduate program nomination deadline and are **required only for** applicants whose application will be nominated to university-level adjudication
- Transcripts are submitted by graduate program to G+PS (via SharePoint) to meet the nomination deadline of 19 September 2023 at 4:00 pm PT

### Submission instructions for CIHR CGS-D applications

- The completed "[Doctoral Studies Timelines](#)" form and transcripts are uploaded together by the applicant as a single PDF to complete the "Attach Other Application Materials" task in ResearchNet before the application deadline of 12 September 2023 at 12:00 pm PT
- Detailed transcript requirements are available on the [CIHR website](#)

### Submission instructions for NSERC PGS/CGS-D applications

- **NEW!** Transcripts are uploaded by the applicant as a single PDF to their online application before the application deadline of before the application deadline of 13 September 2022 at 12:00 pm PT (Prior to this year, applicants selected a "university designate" who uploaded the transcript into the application system on the applicant's behalf. Now, applicants upload their transcripts themselves.)
- Detailed transcript requirements are available on the [NSERC website](#)

### Submission instructions for SSHRC CGS-D/Doctoral Fellowships applications

- Transcripts are uploaded by the applicant as a single PDF to their online application before the application deadline of 12 September 2023 at 12:00 pm PT
- Detailed transcript requirements are available on the [SSHRC website](#)

### Submission instructions for Affiliated Fellowships-Doctoral applications

- Transcripts are submitted by the applicant as part of their application package to their UBC graduate program before the application deadline of 12 September 2023 at 12:00 pm PT

## Calculating Weighted Grade Point Average (GPA)

Graduate programs may calculate GPA for their internal review. Information on calculating weighted GPA is listed below:

- Calculate for each of the last two years of full-time study
- Use all courses taken in each of last two years of full-time study to determine GPA

### Weighted average

- sum of weighted grades (credits multiplied by grades for each course), divided by sum of credits

Example	Credits	Grade	Weighted Grade
	3	79	237
	2	83	166
	3	90	270
	6	82	492
	4	76	304
	2	82	164

	1	83	83
	3	87	261
	3	80	240
	4	85	340
<b>Total</b>	<b>31</b>		<b>2557</b>

**Weighted Average = 2557 divided by 31 = 82.48%**

### First-class GPA

- UBC
  - Minimum of 80%
  - Use SISC Weighted Average Calculator (found under “Grades” tab)
- Other Canadian universities
  - Refer to transcript legend/key and/or institution’s website
  - Please **do not convert** grades from another university to UBC’s grading system
- Foreign universities
  - Refer to transcript marking key
  - If no transcript marking key, refer to the [International Student Evaluation Manual](#) on the G+PS website (CWL authentication required)
  - Please **do not convert** grades from another university to UBC’s grading system

### GPA in each of the last two years

- Not average over last two years; average calculated separately for each of the last two years
- **All** courses are counted, even if not in student’s area of study
  - Exception: Master’s thesis grades will not be used in calculating weighted GPA for scholarship eligibility
- Each academic year treated separately (may not combine grades for different academic years)
- Academic year = September to August (except in some foreign universities)

### Full-time study at UBC

- Graduate students
  - Students are considered full-time if paying tuition according to full-time payment schedule (Schedule A)
  - Number of credits does not matter
- Undergraduate and unclassified students
  - Minimum 9 credits per term for minimum two terms (8 months) in any academic year

### Full-time study at other universities

- Check transcript marking key and their official website as appropriate
- If year in question was not full-time study, go back until required years of full-time study are found
  - No matter how long ago or how far apart the two years are
- If year in question does not have grades (e.g., Pass/Fail, in progress, etc.), go back until required years of full-time study are found
  - No matter how long ago or how far apart the two years are

### Part-time study

- Part-time year = part-time study in each term of the academic year
- Two part-time terms = one full-time term
- Combine two part-time years to equal a full-time year
- Ideally, combine two part-time years/terms that are consecutive
- Part-time years, split up: (e.g., Part-time year, Full-time year, Part-time year) Put together grades from two part-time years to determine GPA for one year of full-time study. Then use grades from full-time year to determine GPA for the other year of full-time study.

- Part-time years, split up: (e.g., Part-time year, full-time year, full-time year, part-time year) Use grades only from two full-time years.

**One co-op term in a year**

- If student took one co-op term (and no grades for this co-op term) and full-time courses in another term in the same year, the year is still considered to be a full-time year. Use the grades in the courses taken in that year to determine weighted GPA.

**Exchange program year or term**

- If student did an exchange program for either a term or year, use grades from that term (together with grades from other terms in the same year) or that year to determine weighted GPA
- Do not combine the 2 different grading systems into one GPA number

**Different grading systems within same academic year**

- If a student attended different institutions with different grading systems within the same full-time academic year:
  - If it's one of their most recent two full-time academic years, that year would be used to assess for first class academic standing
  - Determine whether the student meets first-class standing at each institution
  - For instance, if a student has completed full-time studies at two institutions, determine if the student meets first-class standing at each institution (per their grading system), the student would have two GPAs in the same academic year
  - Please do not attempt to convert to or combine into a single grading system

**Master's Thesis grades**

- Master's thesis grades will not be used in calculating weighted GPA for scholarship eligibility

**Universities using letter grading system**

- In cases where universities use a letter grading system with only a single numerical equivalent for each letter grade (e.g., no range of grade), first-class cut-off shall be considered the point halfway between an A- and a B+
- Example: Transcript Marking Key for AAA State University

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
D	1.3
F	below 1.3

Calculate weighted GPA in usual fashion. First-class minimum cut-off will be halfway between an A- and a B+, which in this case is **3.5** out of 4.