

International Academic Records

Upon receipt at OIS, academic records will be evaluated for authenticity by the OIS Processing Team, stamped as official or unofficial, and uploaded into the Atlas. Once uploaded, the records will become viewable for departments in the student's Atlas record.

International academic records must be one of the following in order to be considered official:

- Be stamped by the school issuing the documents
- Arrive in a sealed envelope issued or stamped by the school
- Delivered via the issuing school using a secure electronic delivery system (email attachments do not qualify)

Domestic academic records are considered official if the records came to the OIS in a sealed envelope issued or stamped by the school. If department contacts open domestic records, please attach a note to the record or email intlgrad@iu.edu to state official status if the department wants us to acknowledge the records as official.

Where Should Applicants Send their Academic Records?

Applicants are told to direct their academic records depending on what track their department is.

Track 1 Departments

Applicants should send their academic records to the OIS. Any Track 1 international applicant's records mistakenly sent to graduate departments should remain in the unopened envelopes in which they arrived (if possible) and should be forwarded to our office. If opened, please submit the envelope with the documents to our office, and leave a note indicating who opened the documents.

Track 2 Departments

Applicants should send their academic records to their department. Departments should then send the academic records of admits or potential admits to the OIS before, at, or shortly after the time of departmental admission.

Translations

Though the published standard asks for official English translations, the OIS may also accept unofficial translations (from countries other than China), including translations completed by the student himself/herself, so long as they are complete, literal, and line-by-line.

Ways for Departments to Send Academic Records to OIS

Method	Address/How To
Regular or Express Mail	International Admissions Indiana University Poplars 221 400 E. Seventh Street Bloomington, IN 47405
Atlas eForm	See instructions in the Intranet Start-Up Kit (Confirmation eform - Academic Records)
Accountable Mail	Request Form and instructions
Campus Mail	International Admissions Poplars 221
Slashtmp	Upload and send the file and the password to intlgrad@iu.edu

Not Able to Accept

The OIS is unable to accept academic records sent to our office via email from either students or departments. Sending academic records via email is a violation of [FERPA](#).