

OFFICIAL TRANSCRIPTS AND DEGREE CONFIRMATION

Before you can register for graduate courses at Duke Kunshan University, the Office of Graduate Admissions must receive official transcripts from each institution listed in your application. Each transcript must show all coursework completed and, if applicable, the date your degree was awarded (or conferred). This final transcript with the degree awarded date will serve as the degree confirmation.

If you completed your degree very recently or are still enrolled in a degree program, we realize that your final, official transcript may not be available until June or July. If this is the case, please DO NOT wait until June or July to have your official transcript sent. Instead, please request that your educational institution send your most up-to-date transcript as soon as possible. Once the final transcript with the degree awarded date becomes available, please request that it be sent as well.

If your school only issues one official transcript, you should NOT send this document to us, as no document submitted in support of your application will be returned to you. You should send instead an exact copy stamped "Certified True Copy" by the appropriate institutional official.

If your transcript does not include the date your degree was awarded (or conferred), ask your educational institution to send a complete transcript that includes your final grades. You must then send a certified, true copy of the diploma or certificate of degree completion showing the date the degree was awarded. Uncertified copies are not acceptable.

If your transcript is in a language other than English, we need both the transcript in its original language and an English translation of the transcript. If your institution does not issue documents in English, please have the transcripts translated by a professional translation service. Self-translations and notarized translations are not acceptable.

All transcripts should be mailed to the following address:

DKU-Duke University Graduate School
Admissions Office / Admitted Student
2127 Campus Drive, Box 90065
Durham, NC 27708

(Note: The above address is both a physical location and a mailing address. If your mail service will not deliver to a PO Box, you may delete "Box 90065" from the address.)

NOTE: Electronic transcripts sent *directly from the educational institution* are considered official. Such transcripts should be sent to dku-grad-admissions@duke.edu.