



Transcript Policy

The Academy of Art University requires that all graduate students being admitted into a Master's program provide official transcripts that show completion of an accredited 4 year undergraduate degree or equivalence.

International Transcripts

- If you attended a college outside of the US and from a non-English speaking country please make sure your transcripts are translated into English.
- If you received a 3 year undergraduate degree or an advanced diploma please have your transcripts assessed by a certified agency specializing in the evaluation of international credentials. You are not limited to using specific agencies, but below are examples of acceptable ones. These agencies are not affiliated with the Academy of Art University.
 1. Educational Records Evaluation Service www.eres.com; 866-411-ERES (866-411-3737)
 2. World Education Service www.wes.org; info@wes.org; 415-677-9378
 3. American Association of Collegiate Registrars and Admission Officers
<http://www.aacrao.org/credential/index.htm>; oies@aacrao.org; 202-296-3359
- Students who graduate from a non-English speaking University should submit a **TOEFL OR TOEIC SCORE** (no minimum requirement). Please visit these websites if you have not taken either of these tests: for TOEFL <http://www.ets.org/toefl/>; for TOEIC <http://www.ets.org/toEIC/>. Our institutional code is 4207. If you have an insufficient TOEFL or TOEIC score or do not submit an exam score, you will be required to take an ESL placement exam with the Academy of Art University 2 weeks before school starts. You may be placed in additional ESL classes based on your exam results.

All official transcripts should be submitted as soon as possible to:

Academy of Art University
Graduate Admissions
79 New Montgomery Street, 4th Floor
San Francisco, CA 94105

Should you have any questions please contact your admissions advisor.

We look forward to receiving your updated transcripts/documents.

Graduate Admissions

Academy of Art University

79 New Montgomery St
San Francisco, CA 94105
Toll free 1-800-544-2787
Tel: 415-618-6326
Fax: 415-957-0677
www.academyart.edu