

How to send proof of my diploma and transcript?

Although we can determine your eligibility based on digital documents, the authenticity of these documents will need to be verified after your (conditional) admission. Therefore, we ask you to send proof of your diploma and transcript. We can accept your certified documents in the following ways:

1. **As a certified digital copy (preferred option):** A certified digital document is an electronic copy of a student's degree certificate, academic transcript or other graduation document of which the content and authenticity can be securely verified online.

We accept certified digital documents in the following ways:

1. You may ask your school to submit your documents on your behalf via enrolment@ucr.nl. They must be sent from an official school e-mail address, such as from the school registry, student affairs, or your principal/dean. The e-mail address should be clearly listed on your school's official website. If we cannot clearly link the sender to your school through its website, we won't be able to accept the documents;
2. Documents shared via the secured electronic system/database of your school, the email address to have the document sent to is enrolment@ucr.nl;
3. Documents shared via an independent academic verification platform (for example: AP and SAT results via College Board portal; International Baccalaureate results via IBO; Spain: Prueba de Acceso a la Universidad (PAU) with a verification link of the issuing university; China: CHSI).

2. **As a certified hardcopy:** A certified hardcopy is a copy of an official document (for example your degree certificate or transcript) that has an original (wet ink) stamp/seal and signature from the issuing school on it, thereby proving that it is a genuine copy of the original.

The most common way to arrange a certified hardcopy is by contacting your school and request a certified copy of your original documents.

Certified hardcopies must be sent to this address: **University College Roosevelt, Student and Academic Affairs Office, Lange Noordstraat 1, 4331 CB Middelburg, The Netherlands.**

Alternatively, if you are already in the Netherlands or will be before the Orientation week, you can bring your original documents to the Student and Academic Affairs office at University College Roosevelt. We can make certified copies for you (free of charge). Please contact us via e-mail at enrolment@ucr.nl for address information and opening times.

Sworn Translations

University College Roosevelt **accepts documents** in English, Dutch, German, French and Spanish. Documents issued in one of these languages need not be translated.

If your documents are written in another language, you will need to supply **additional** translations from a sworn or certified translator. If sent digitally, we need to receive these translations directly from the translator using their official e-mail address. They can email the documents to enrolment@ucr.nl.

If sent by post, we need to receive the original documents with an official stamp from the translator.

Please note that we do not accept translations made by lawyers or public notaries. In case your country does not have sworn translators, a certified translator may perform the official translations. If applicable, a public notary can certify the signature/identity of the translator thereafter.