

YOUR WORKING CHECKLIST

Multiple institutions and a complete academic record file

How do I organize transcripts when credits came from several institutions?

List every institution and identify the record owner for each period of study. A transfer summary on one transcript may not replace the original institution's record; follow the recipient's required coverage and source-delivery rules.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Map every institution and study period
- ☐ Identify original versus transferred results
- ☐ Check recipient-specific exceptions

Notes and questions to follow up

Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

U.S. Department of Education: Recognition of foreign qualifications

<https://www.ed.gov/about/initiatives/international-affairs/recognition-of-foreign-qualifications>

MIT Office of Graduate Education: MIT graduate application procedures

<https://oge.mit.edu/graduate-admissions/applications/procedures/>

Stanford Graduate Admissions: Transcripts (Academic Records)

<https://gradadmissions.stanford.edu/apply/transcripts>

NASBA International Evaluation Services: International evaluation requirements

<https://nasba.org/products/nasbainternationalevaluationservices/requirements/>

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<https://immigrantinsider.com/education/multiple-institution-transcript-file/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.