**CGRS-M Transcript Checklist**

**for applicants who select UVic as their host institution**

This checklist is intended to assist applicants to meet the transcript requirements of the CGRS-M program and the University of Victoria for the fall 2025 competition. Applicants should rely on the following as their primary sources of information:

[CGRS-M program instructions for completing an application](https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp)

[Research Portal presentation and attachment standards](https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/standards_eng.asp)

[UVic CGRS-M website](https://www.uvic.ca/graduatestudies/finances/search-funding/award-pages/canada-graduate-scholarships---masters.php) “meet the transcript requirements” section

Please note: applicants who list more than one host institution in their CGRS-M application should consult the Graduate Studies office at each institution and ensure that their transcript package meets the strictest requirements.

**Review your transcripts carefully before you submit your application. Applications with transcripts that do not meet the requirements may be deemed ineligible.** If you are uncertain whether your transcript package meets the requirements, contact the Faculty of Graduate Studies for support ([lpender@uvic.ca](mailto:lpender@uvic.ca)) well in advance of the application deadline.

**My transcripts are complete**

* I have included transcripts for all undergraduate and graduate studies.
* I have listed all my undergraduate and graduate studies (including degrees in progress) in the Degrees section of the Canadian Common CV.
* If I am registered in the Sept 2025 term (or on approved leave), that registration is included in my transcript even though grades for those courses may not be available
* If my transcript includes transfer credit or exchange credit from another institution, the letter grades or scores must be included (e.g. B+, 82%).
* If the transfer or exchange credit in my transcript lists only credit value but no grade (e.g. 1.5 units), or the grade is listed as pass/fail, or complete/incomplete (e.g. COM) then I must provide a separate official transcript from the institution where I completed the credit.
* I don’t need transcripts for high school credit, including International Baccalaureate and Advanced Placement.

**My transcripts are up-to-date**

* Transcripts for an institution where I am no longer registered: the transcript is dated after the last term I completed at the institution, and indicates my credential granted (if applicable)
* Transcripts for an institution where I am registered or on approved leave: the transcript is dated in the fall session (the Sept 2025 term)

**My UVic transcript may be official or unofficial**

* My UVic transcript may be official (preferred) or unofficial. A UVic unofficial transcript is referred to as a UVic Administrative Transcript. I can [order a UVic official transcript](https://www.uvic.ca/students/academics/grades-transcripts-parchments/transcripts/index.php#ipn-order-official-transcripts) or download a UVic Administrative Transcript through my Online Tools.

**My transcripts from other institutions must be official**

* My transcripts from other institutions must be official. Official transcripts are defined as transcripts issued by the institution’s registrar’s office.

**My transcripts are in English or French, or accompanied by a certified translation**

* My transcripts are in English or French.
* My transcripts in another language are accompanied by a certified translation (in English or French), and I have included both the original transcripts and the translation in my transcript package.

**I have included a legend for each transcript**

* I have included one copy of the legend for each transcript.
* If I am providing a UVic Administrative Transcript I will need to download a separate copy of the UVic [transcript legend](https://www.uvic.ca/students/academics/grades-transcripts-parchments/transcripts/index.php#ipn-transcript-legend).

**I have prepared my transcript package for upload to the Research Portal**

* Transcripts and legends are scanned together into a single PDF file (.pdf)
* Transcripts are legible.
* Transcripts are not password-protected
* Maximum file size is 15 MB.
* Page size is letter size 8 ½ in. x 11 in. (216 mm x 279 mm) or A4 (210 mm x 297 mm)

Upload your transcript package to the Research Portal well in advance of the deadline. For technical support, contact the [Research Portal Help Desk](https://portal-portail.sshrc-crsh.gc.ca/s/help-aide.aspx) or submit an [online services support request](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/SupportRequest-DemandeDeSoutien_eng.asp). UVic cannot provide technical support for the CGRS-M Research Portal.