

WHAT IS AN OFFICIAL TRANSCRIPT?

UCSD Extension's Professional Certificate in Brewing defines an official transcript as a transcript received directly from the issuing institution. The official transcript can be provided in a sealed envelope with the registrar's signature or institute crest stamped across the seal, or via certified electronic copy that is properly signed and/or authenticated.

IMPORTANT NOTES

If you have any questions about certain courses meeting UCSD Extension's prerequisite requirements, you are welcome to email *unofficial* transcripts to brewing@ucsd.edu. Our office will be happy to review transcripts and inform students if the prerequisites are met before the application is submitted. (Please note that applicants will still need to send in official transcripts with the online application for consideration.)

If a course covers the topics of a required prerequisite, but is titled anything other than what is listed on our website, please email us at brewing@ucsd.edu with the course's description and/or syllabus. We will need to review the topics covered to confirm the course indeed meets the prerequisite requirement.

WHAT WILL NOT BE ACCEPTED

Transcripts that are emailed as an attached document from a student or faculty member of an institution will not be accepted as official. If you would like to send an official transcript electronically, it must be directly from your institute in the form of an "e-transcript", or certified electronic transcript, with proper authentication. This is not offered at every institute, and the process varies, so please contact your institute directly if you have questions about this.

Transcripts that arrive unsealed or in packaging that is not directly from your institute will not be accepted as official. An official indication of the institution, possibly the institute's crest or the signature of the registrar, must be on the seal. If the transcript was first mailed to your address, please keep it in the original institute's envelope before sending it to UCSD Extension.

If you have any questions about your transcript or the application process, please email us at brewing@ucsd.edu.