

## Official Transcript Accepted Practices:

- Transcripts processed by the college or university attended and mailed directly to the SDACC Office of Education in a sealed envelope.

Seventh-day Adventist Church in Canada  
Office of Education  
1148 King St. E.  
Oshawa ON L1H 1H8

- Transcripts received with WES ICAP evaluations.
- Transcripts received in our office email [perkins.brandy@adventist.ca](mailto:perkins.brandy@adventist.ca) through secure electronic transfer services such as National Student Clearinghouse and Parchment.
- Transcripts hand-delivered to the SDACC Office of Education in an official institutional envelope, sealed by the issuing institution.
- A certified copy of the original transcript is also considered an official transcript. A certified (true) copy is a photocopy of the original document attested to by an authorized person (i.e. Ministry of Education, authorized personnel at the embassy, department of interior affairs, etc.)
- If an official transcript cannot be provided, an original transcript in a sealed envelope may be accepted. An original transcript is a document that was issued to an individual by the issuing institution.