

MESSAGE FROM THE AAPI ONLINE COORDINATOR – MARIELLA M. SELF, PH.D.

Hello Internship Applicants!

As the current AAPI Online Coordinator, I wanted to send you a friendly reminder to **order your transcripts early in the internship application process**. AAPI Online personnel require 7-10 working days to upload transcripts once received, and giving yourself a wide margin will help you resolve any issue that may arise with your transcripts. Each year many students underestimate this time frame and are stressed about transcripts as application deadlines approach, so I hope to help you have a smoother application process by offering this reminder.

Also, I've been fielding a variety of transcript-related questions in the past few weeks and thought it might be helpful to offer some bullet point reminders based on common questions:

- Transcripts should be provided for all graduate level coursework from U.S. and Canadian institutions; undergraduate transcripts are not to be provided. If your graduate and undergraduate coursework occurred in the same institution and are represented on the same transcript, this presents no problem.
- Foreign transcripts are optional. If provided, a personal copy is acceptable, but it must be in English or accompanied by an English translation.
- Official transcripts issued from an institution are typically required. Transcripts sent from a student (e.g., leftover from graduate school applications) are acceptable only if they are in a sealed university envelope, not physically addressed to you as the student, and not marked as "issued to student." Transcripts issued directly from the registrar of your graduate institution are preferable in avoiding uncertainty about acceptableness.
- Transcripts should be accompanied by the Transcript Request Form, which streamlines the process of associating transcripts with their respective applicants. If a transcript is received without an accompanying Transcript Request Form it will still be uploaded, but this may require more than the routine 7-10 days to process. The Transcript Request Form is particularly helpful if the name on your AAPI Online account differs from the name on your transcript.
- AAPI Online is now able to accept transcripts sent electronically from Credentials Solutions. To determine if your school participates with this service please reference this link: <https://www.credentials-inc.com/cgi-bin/dvcgitp.pgm?ALUMTROLIAISN>. If your school does participate and you would like to provide transcripts in this manner, please use this link to order your transcript(s): <http://www.transcriptsplus.net/order>. At this time, AAPI Online can only accept electronic transcripts from Credentials Solutions.
- Transcripts sent via mail and should be sent to:
AAPI Online Transcript Department
P.O. Box 9117
Watertown, MA 02471
- As a reminder, transcripts take 7-10 business days to be uploaded. If your transcripts have not been uploaded after that time, you should inquire with the AAPI Online technical support team, who can be reached at [617-612-2899](tel:617-612-2899) or support@appicas.org, M-F 9-5 EST.

I hope this is of help and I wish each of you well in the match!

Mariella

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