

## Executive Graduate Admissions FAQ

### Do I need to send any documents?

Your offer letter will confirm whether or not there are any outstanding documents required as part of your offer of a place. Please read your offer letter carefully to see if you need to send anything else to the Graduate Admissions Office.

As a general rule, you are required to submit your **degree certificate** to confirm the information you provided when completing the application form. The document must state the degree title, the date awarded and overall grade.

### How do I send my degree certificate to the Graduate Admissions Office?

You can send us original transcripts or degree certificates to the address below. However please note **we will not be able to return any documents you send to us**. Alternatively, you can send us **certified** copies either made by a notary or by the university themselves. Sending non-certified photocopies of documents alone is not sufficient.

Please include your full name and application number in any correspondence.

Graduate Admissions,  
The London School of Economics and Political Science,  
Houghton Street,  
London,  
WC2A 2AE,  
United Kingdom

### Can I bring my degree certificate to the Graduate Admissions Office?

You can visit the Graduate Admissions team during their [drop-in hours](#) at the Student Services Centre (ground floor, Old Building, Houghton St.)

Alternatively, please contact the [EMPA Programmes Team](#) who will be able to agree a time with you when you can visit so they can take a copy of your documents and verify them.

### Can I send a scanned copy of my degree certificate and transcript?

We can only accept electronic copies of your degree certificate and transcript if they are sent directly from the issuing university via an official email address. Please ask the issuing university to send these documents to: [graduate.documents@lse.ac.uk](mailto:graduate.documents@lse.ac.uk) referencing your full name and application number.

### I can't find my original degree certificate. What do I do?

You will need to contact the issuing university to request a certified copy. The university can send this to you or straight to the Graduate Admissions Office at LSE.

If you are unable to obtain your certified copy ahead of time, please bring it with you to registration on Thursday 10<sup>th</sup> September. You will be unable to register if you do not provide the required documents.