

Scanning and Uploading Your Transcript

You must upload a scanned or electronic copy of an official transcript from every institution listed in the “Educational Background” section of your ApplyYourself application whether or not you earned a degree from that institution. **Please note:** the transcripts you upload **must** be issued by the institution. Self-reported transcripts, unofficial transcripts, a picture you took of your transcript, or a student grade report are all unacceptable.

Failure to upload a scanned official copy of each transcript may result in the rejection of your application, even if you are otherwise qualified. All transcripts must be uploaded prior to submitting your application. Non-English transcripts must be accompanied by an English- translation copy.

All scanned transcripts must be submitted at a legible resolution, which clearly shows all courses and grades. We recommend a resolution between 200 and 400 dpi. **Illegible scans will not be accepted.**

All of your prior academic studies as part of your application, along with your performance and whether or not you obtained official degrees from your studies. Specifically:

- Please upload a scanned copy of an official transcript from every U.S. college or university you have attended, whether or not you earned a degree from that institution.
- For institutions outside of the U.S., you will need to upload official documentation of both grades and degree status (whether or not you graduated, including the date of graduation). This typically involves providing us with both an official transcript (for grades) and a degree/graduation certificate or enrollment certificate (for proof of enrollment and graduation status). Please make sure to upload official English-language translations of all pertinent transcripts and degree/graduation certificates or enrollment certificates if not originally issued in English.
- If you haven't yet completed your prerequisite degree but will prior to the start of your intended graduate studies, you will need to upload official documents to our application system now that are in progress (if you are admitted, we will require proof of graduation before the start of your studies).

All transcripts submitted at the time of application **must** be submitted electronically through ApplyYourself.

When do I send my official transcripts?

If you are admitted to SIS and decide to enroll, you will then be required to submit an official (paper or electronic) copy of your transcript(s) **issued by the institution(s)**. If these degrees were obtained in the U.S., then you will need to request that an official transcript be sent **to us directly from the institution** (typically these are issued by your university Registrar’s Office). If the degrees are from other countries that only issue one formal copy or only issue transcripts to you directly, then you will need to bring the originals with you to campus so we can verify the original transcripts and make our own copies on-site. In either case, you will need to provide

transcripts from ALL institutions at which you studied (both those from which you obtained degrees and any other places of study) in order to finalize your admittance to the school. The official records that you submit **must exactly match** the scanned copies that you upload at the time of application. Any discrepancies between the two documents, or falsification of your record, will be grounds for revocation of admission.

Scanning Tips

- Obtain an electronic version of your official transcript or scan a copy of an official paper transcript at the lowest resolution that results in a legible document (we recommend using a setting between 200-400 dpi).
- Ensure that your document is saved as a PDF document, and that its size does not exceed **2500kb**. If your institution provides you with an official electronic copy of your transcript that is in any other file format and/or is at a very high resolution, you are responsible for converting the file to fit into the parameters indicated here.
- Scanning in “gray scale” or “black and white” is strongly recommended to obtain proper file size.
- If the transcript size is different from letter size, use scanner settings to control the size of the scanned image— your image should be 8.5 x 11, or letter size.
- If the scanner is set to scan a photo, the image will be larger than if it is set to produce a text document.
- Ensure that the scanned document **orientation** matches the original. For example, transcripts that are printed vertically (portrait) should be scanned so that they appear in the portrait format. Transcripts printed horizontally (landscape) should appear in landscape format.
- Your full name (e.g. John Doe, or Doe, John) must appear on all uploaded documents
- Please include a copy of the transcript legend or university key for each institution.
- After uploading each transcript to the “Educational Background” section, click the “view document” button to verify whether the uploaded document is legible. If it is not legible, try again. (*Please note*: The system automatically converts your uploaded document into a standard PDF file.)
- For international applicants, transcripts and related documents (enrollment certificate/graduation certificate and/or diploma) must be scanned together in a file. If an applicant attended the same university for multiple degree (e.g. undergraduate and graduate program), please scan separately by the degree program.
- **A note about secured PDF files:** If your transcript was issued by a U.S institution and is a secured PDF file, you must remove the security and save it as a normal PDF prior to uploading it.
- **If personal identification information—social security number, passport ID, etc.— appear on the document, either remove this information from the electronic version of it or mark out the information in black ink before scanning it.**

If you are unable to upload a legible document, you will need to have an official transcript mailed to our Admissions Coordinator (address can be found on our Admissions FAQ page). Please keep in mind that doing so may significantly delay the processing of your application. To be considered official, the documents must be sent directly from your institution(s) to our office.