



# Instructions for Uploading Transcripts

**Read these instructions carefully. You will only have one opportunity to upload your transcripts.**

You will not be able to upload any transcripts until your application fee has been satisfied.

- 1. You will be allowed to upload only ONE (1) file for each transcript entry on the list at the upload web site.** If your transcript is several pages long or you have earned more than one degree at the same institution, you should upload all of your work as one file for that school (even if it includes multiple pages, translations, and the legend). Please keep your transcript pages in order.
- 2. We will not accept grade reports or copies of unofficial transcripts.** The transcript you upload must be a scanned copy (front and back) of the **official transcript** issued to you by the school Registrar. The transcript must have been issued within the past calendar year.
- 3. Redact the Social Security Number (SSN)** anywhere it appears on your transcript before uploading it.
- 4.** If the transcript is issued to you in a sealed envelope, it is acceptable for you to open it for the purpose of uploading. If your school issues official PDFs for transcripts, you may upload that as long as it **does not expire and does not require a password to access.**
- 5.** For all transcripts, you must include the **transcript legend** (typically printed on the back of the transcript) as part of the upload.
- 6.** The transcript (mark sheet) should contain a complete record of studies to date at the institution from which it is issued (i.e., the subjects taken and grades [marks] earned in each subject).
- 7.** For foreign transcripts or if documents are written in a language other than English, complete and official English translations must be provided together with the original language records. Foreign transcripts must include all pages, translations, the legend, plus the degree certificate and diploma (if you've earned a degree).
- 8.** Do not upload your syllabus or any extraneous documents with your transcript file.
- 9. US transcripts take 2-3 days to be reviewed by GIAC before they are applied to your application.** Please keep that in mind when uploading close to your deadline. Preview your file for image quality to ensure that the document is complete and readable prior to uploading.
- 10.** Do not mark or alter your transcript other than redacting the SSN. If you receive an offer of admission, you will be required to submit an official paper transcript. The official paper transcript will be compared to the document you uploaded. **Any alterations or omission of information on the transcripts submitted to The University of Texas at Austin could be grounds for cancellation of your application and/or the withdrawal of the offer of admission.**