UNIVERSITY of HOUSTON

GRADUATE SCHOOL

Instructions for Uploading Transcripts

Applicants can create and upload a PDF of the official paper transcript issued to you by the registrar at your institution. If the transcript is issued to you in a sealed envelope, it is acceptable for you to open it for the purpose of uploading. These scanned transcripts may be used by programs when making admissions decisions.

> **A note about international transcripts:**
> If documents are written in a language other than English, complete and official English translations to date must be uploaded together with the original language records. Each transcript (mark sheet) should contain a complete record of studies at the institution from which it is issued (i.e., the subjects taken and grades [marks] earned in each subject.)
>
> Please do not upload your college or university syllabi with your transcript(s) or mark sheets.

1. Transcripts should be uploaded when completing your application to Graduate School.

2. Only PDF documents may be uploaded. Be sure to create your PDFs using standard PDF software, such as Adobe before completing your application.

3. You should redact (mark out) the Social Security Number (SSN) anywhere it appears on your transcript before creating the PDF and uploading it.

4. You should create and upload a PDF of the official paper transcript issued to you by the registrar at your institution. *If the transcript is issued to you in a sealed envelope, it is acceptable for you to open it for the purpose of uploading.*

5. **We will not accept grade reports or unofficial transcripts.** 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). If documents are written in a language other than English, complete and official English translations must be provided together with the original language records. For international transcripts, include any legend as part of the PDF.

6. Make one PDF for each institution listed on the upload site even if it includes multiple pages, translations, a legend, degree certificate, or diploma. Please keep your transcript pages in order. ***You will be allowed to upload only one PDF for each transcript entry.***

7. Preview your PDF for image quality to ensure that the document is complete and readable prior to uploading.

8. Please do not upload your syllabus or any extraneous documents with your transcript PDF.

9. 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 copy of your transcript. The official transcript will be compared to the document you uploaded. ***Any alterations or omission of information on the transcripts submitted to The University of Houston could be grounds for cancellation of your application and/or the withdrawal of the offer of admission.***