Un-official Transcript Upload TIPS

- We prefer that you scan a copy of your official transcript and upload the scanned copy to your application. While you may upload a web-based copy of your transcript, please ensure that both your name and the name of the institution appear on the copy.

- Transcripts should be scanned at the lowest resolution that produces a legible copy. We recommend using under 300 dpi.

- Color copies are not necessary. Scanning in black and white or gray scale is strongly recommended.

- In your upload, please include *one* copy of the transcript legend or grading scale for each university. This usually
appears on the back of each transcript page.

- Once you have uploaded your transcript, click the "View Document" button and ensure that your document is legible. Illegible documents are not acceptable and will delay the processing of your application.

- If your transcript is from a non-US university, please be sure to review the admission requirements of your program to determine which specific documents you should upload.

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

- The file cannot exceed 4096 KB in size and should be in .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx, .txt, .jpg, .pict, .gif, .bmp, .tif or .png format. For Macintosh users, please note that the filename must include the appropriate three- or four-letter extension. Also, please do not attempt to upload a document that is password-protected or that contains macros. This will cause the process to fail.

- If file size is larger than 4096KB, the following error message will appear:

File is larger than the specified size.

Tips for Reducing File Size of Documents

To find out the size of your scan, right-click on the thumbnail of your scan in the Document Viewer and select "Properties." Look for the number beside "File Size." If your scan is too large (larger than 1MB), try one or more of the following to reduce the file size.

Scan the document to a lower quality file type

1. Follow the instructions to scan a new document.

2. When the window "Scanning From The Scan Picture/Document/Film" opens, select your preferred **File Type**. (For more information on different file types see below.)

3. Proceed with the scanning instructions.

Scan the document at a lower resolution

1. Follow the instructions to scan a new document.

2. When the window "Scanning From the Scan Picture/Document/Film" opens, click "Scan Document Settings."

3. Adjust the number of the Resolution (dpi). We recommend a resolution of 300 dpi. Scanning in Line Art scan mode or Grayscale scan mode will also result in a lower resolution document.

4. Proceed with the scanning instructions.

Save the file as a PDF and reduce the file size

1. Open your scan (pdf)
2. Choose "Advanced" > PDF Optimizer
3. Click on "OK" then name and save the file
4. The file size will automatically be reduced when saved

Save the file as a PDF and reduce the file size in Adobe Acrobat Professional.
Please note, if the file size is already as small as possible, this command has no effect.

1. Open your scan in Adobe Acrobat Professional.

5. Choose "File" > "Reduce File Size." (**Adobe Acrobat Professional 8.0** - Choose Document tab -> Reduce File Size)

2. Choose to save your file as an earlier version of Adobe.
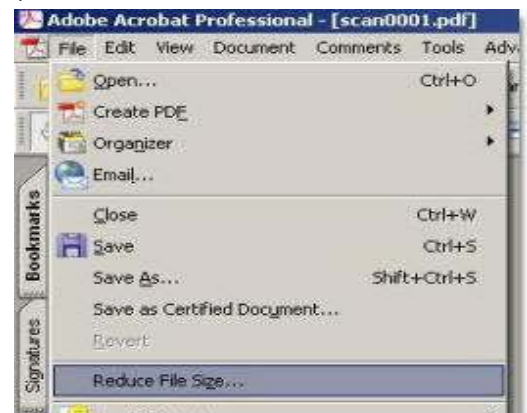
Understanding File Types

File Type	Description
Bitmap (.bmp)	This is often a good choice because most Windows programs accept the BMP file type. However, bitmap files tend to be large.

GIF (.gif)	GIF is a compressed file format suitable for an image that will be used on the Web or on multiple platforms.
JPEG (.jpg)	JPEG is a compressed file format for images. The advantages of the JPEG file format are small file sizes and speed. JPEG is the default image supported by Web browsers. The trade-off for these advantages, however, is reduced image quality. Because an image loses a little of the image data each time it is compressed with JPEG, avoid compressing a file with JPEG more than once. JPEG is an appropriate file format for an image that will be used on the Web or on multiple platforms.
PDF (.pdf)	PDF is a format useful for text, photos, and drawings. Use Adobe Acrobat Reader to view PDF files. If no changes to the file are needed, this file type is useful for sharing (through an e-mail attachment) and filing because of its generally small file size.
Rich Text Format (.rtf)	The RTF format can be used with a page that contains text or text and pictures. The text formatting in an RTF file usually can be retained and then interpreted by other programs, such as a word-processing program.
Text (.txt)	Use the TXT file format to save only the text in the scanned item. Text is saved as editable, unformatted, ASCII text.