



UNIVERSITY of  
**LOUISIANA**  
L A F A Y E T T E®

**Graduate  
School**

## Tips for Scanning and Uploading Transcripts

Copies of official transcripts can be uploaded to the application portal to expedite the evaluation process. Transcripts and degree certificates must be legible in order to avoid delays in the processing of your application. Uploaded documents that are unclear or that do not adhere to the guidelines below will not be accepted.

Use the following guidelines to ensure a successful upload and to prevent having to resubmit.

- **Obtain a current, up-to-date copy of your official transcript. Yes, the only transcript acceptable for uploading is a copy of an official one obtained directly from the institution's registrar or recorder of records.** Student copies, screenshots of a student portal, or other variations of student records will not be accepted.
- Transcript legends (the page that lets us know how to read your transcript) must be included with all transcripts, as each legend is unique to that university. Often, the legend is on the back page.
- If a transcript is in a language other than English, an official English translation must be included.
- If you have not graduated yet, we will accept a current, in-progress transcript.
- **Uploaded transcripts MUST be submitted as a PDF file.**
- If uploading transcripts from multiple universities, each transcript should be uploaded as a separate, single file.
- **Submit one PDF file for each institution.** Transcripts from the same institution must be combined.
- If an individual transcript is multiple pages, make sure to submit it as one file. Multiple pages of a transcript will not be accepted as separate files. [The UL Lafayette Help Desk offers a number of free software products](#) that can be used for combining documents into one PDF file.
- Keep all transcript pages, marksheets, and degree certificates in the correct order they are received from the issuing institution.
- When scanning, ensure that the institution name and other identifying marks are clear.
- Remember that a lower dpi = more legible text. We recommend scanning at 200 dpi or less.
- If you do not have access to a good quality scanner, many public departments (e.g., a public library) offer scanning services for a nominal fee. Businesses such as Office Depot, Kinko's, FedEx, and UPS also offer scanning and printing services for a fee.
- We recommend redacting (marking out) your social security number on all uploaded transcripts.

The Graduate School reserves the right to deem uploaded transcripts as unacceptable and to require official transcripts before an admission decision will be made.

Remember, if you are admitted using transcripts uploaded to the application portal, we will need to receive an official transcript from each institution in order to verify your academic credentials.