

The Graduate College

Instructions for Uploading Transcripts

GENERAL

- **Check your program's transcript requirement.** Does the program require transcripts from each institution you attended or only four-year universities? **You will need to combine all transcripts in one PDF document**, so ensure you have all you need before you begin.
- **Confirm the transcripts you are uploading are official.** Unofficial grade reports, screen shots, or unofficial transcripts are not accepted.
- **Redact your social security each time it appears throughout your transcripts.** Redacting or otherwise modifying your transcripts in any other way could result in a cancellation of your application and/or the withdrawal of your offer of admission.
- **Organize all pages of each transcript in the correct order.**
- **Include the transcript key.** The transcript key could appear on the back of your grade report or as an additional page.
- **Scan the front and back pages of all transcripts as one PDF file.** If you are uploading electronic transcripts, you will need to combine them with the paper copies to make one PDF file.
- **Remove any encryptions or password protections on electronic transcripts.**
- **Do not upload documents larger than 9.00 MB.**
- **Log in to the Graduate Admissions Document Upload (GADU) tool to submit your PDF file.**
- **Do NOT upload course syllabi or non-related documents.**

INTERNATIONAL

- **Upload copies of your official, complete academic record.** These documents must include a complete record of studies to date with grades attested/certified from your degree-granting institution, e.g., marks sheets, diploma supplements, complete transcripts, etc.
- **If your academic records are not issued in English, submit the original language document and corresponding English translation as one PDF file.** You will submit your diploma/degree statement separately.

POST-SUBMISSION

- Once your transcript file has been uploaded, the status will change to "pending". Our office requires two business days to review your materials. Please do not upload additional documents during this time.
- Check your status by logging back in to GADU. If a red "x" appears next to your transcripts, your transcripts were not accepted. Please read the information provided in the "document description" to determine the issue.

Questions? Email us at gradcollege@txstate.edu.