


Transcript Tips for Graduate School Applicants

Concerning transcripts, what is required when I apply?

You are required to upload a copy of official transcript(s)/mark sheet(s) for each institution you have previously attended. Click on the tool tip  in the education section at the time of application for more information.

Do I need to include all institutions I've attended, even if I only took a class or two?

Yes, you must include all institutions at which undergraduate and/or graduate coursework was taken.

I attend Penn State- do I need to provide a transcript from my time as a Penn State student?

No, current and former Penn State students must list Pennsylvania State University in the education section, but are not required to upload a transcript. If Pennsylvania State University is selected from the *Name of Institution* drop-down box, the upload capability will be removed for that entry.

What if I have a provisional certificate, degree certificate, or bachelor's degree certificate/diploma books- should I include those with the transcripts?

Yes, if you have been awarded a provisional certificate, degree certificate, or bachelor's degree certificate/diploma books, please upload with the transcripts/mark sheets as these documents are helpful for purposes of educational equivalency evaluation.

What does the Graduate School mean by "copy of official transcript"?

A copy of an official transcript is a scan of an official transcript/mark sheet (ordered from your institution registrar's/equivalent's office) converted into .pdf or .txt format and uploaded into the education section of the admission application.

What is not accepted as a copy of official transcript?

You should not upload transcripts marked as unofficial transcripts, advising transcripts, any transcript printed from your university student site, or otherwise.

When should I submit official transcripts (not COPY of official transcript)?

If/when you are offered and accept an offer of admission AND if your degree has been conferred (or you did not complete a degree at an institution), you should request official transcripts from your previous institutions to be sent DIRECTLY to Graduate Enrollment Services, 114 Kern Building, University Park, PA 16802*.

If/when you are offered and accept an offer of admission but your degree has not yet been conferred, you should **wait until you have graduated** (and the degree is posted on the transcript) to request official transcripts from your previous institutions to be sent DIRECTLY to Graduate Enrollment Services, 114 Kern Building, University Park, PA 16802*.

*If your previous institution utilizes a secure transcript sharing service such as Parchment, National Student Clearinghouse, eSCRIP-SAFE, etc. you may request the official transcript be sent to Graduate Enrollment Services electronically by providing the email address gradschooltrans@psu.edu as the recipient address.