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1. You must satisfy the application fee before you can upload transcripts.
2. Only PDF documents may be uploaded.
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4. Make one PDF for each entry 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.

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5. You should upload a PDF copy of the official transcript issued to you by the registrar at your institution. The 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). 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.
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