Important Information about Uploading Official Transcripts for your
Graduate Program Application to the Department of Economics

The UCSB Graduate Division now allows and requires "unofficial" transcripts to be uploaded into the online application. **The uploaded transcripts are required to be official documents created by the university and/or college you have attended or are currently attending.**

The Department of Economics places strict guidelines on the transcripts you submit in your online application.

- Transcripts are required from ALL post-secondary educational institutions attended, including community colleges, summer sessions, and extension programs.

- International applicants should make sure that uploaded documents include both the original language transcript and certified English translation. English transcripts are required and must be a complete, exact and literal translation of the original transcripts. English translations must be provided by the school or an official agency. Unofficial copies made by the applicant or UC faculty and staff **are unacceptable**.

- Transcripts must be scanned official and original copies of transcripts (produced by the university) provided to the student by the official office of record. (i.e. Registrar's office) or official electronic originals from the university.

- Remove your Social Security Number by crossing/blacking out numbers before uploading (if applicable).

- **Transcripts are not accepted if they are**; photocopies of originals or printouts from a generic student academic records website.

- International Applicants: Please include your degree certificate within the same file if you have received your degree.

Tips for uploading official transcripts

- Scan a copy of a current **official** transcript

- Save document as a PDF and that its size does not exceed **10MB**

- Ensure that the institution name and all other identifying marks are visible and clearly legible and that your scan can print on letter-size paper - 8 ½ by 11 in (21 ½ by 30 cm)

- Make sure scanned images are not crooked or off center.

- Be sure to include a copy of the transcript legend or university key for each institution (usually found on the backside of the official transcript or in the school's general catalog or website)

- Click the "view document" button to verify whether the uploaded document is legible, if it is not legible, try again