Degree and certificate seeking applicant are **required** to scan and upload an unofficial copy of all transcripts to their online application **PRIOR** to submitting the application. **Degree and certificate seeking applicants** should not mail hard copies of their transcripts until they have received a notification of acceptance from their academic program. **Non-degree seeking applicants** should submit their official transcripts to the Graduate Admissions office at the same time they submit their application. **Current or former Mizzou students** may upload an unofficial copy of their academic record from **myZou** (**click here** for more information), but if accepted, they do not have to provide official Mizzou transcripts.

Important Information for Uploaded Transcripts:

- Upload the pages as a single or multi-page PDF, or each page as a JPEG or TIFF image file.
- If your document is large, it may take several minutes to upload, depending on the speed of your connection.
- The **following information must be present on the transcript**: the name of the student, the name (and other identifying markers) of the issuing institution, the courses taken, and the grades/marks received in those courses.
- Include a copy of **the institution's transcript key or legend** with your transcripts.
- **Do not upload encrypted documents** or documents that contain macros to your application, as doing so will cause errors in the system (transcripts sent through electronic transcript services such as eScrip-Safe, Parchment and National Clearinghouse are typically encrypted). If you have an encrypted document, you will need to break the encryption prior to uploading your document. The easiest way to break the encryption is print your electronic transcript, scan and upload it.
- All documents must be legible. Non-legible documents will not be accepted for review.
- Please ensure that all documents can be printed on letter size paper- 8 ½ by 11 in (21 ½ by 30 cm). While your transcripts may not originally 8 ½ by 11 in., please ensure that your documents are formatted so that they can be printed on letter size paper.
- Institutional web-based transcripts are acceptable.
- **International applicants**: Only scan and upload copies of your transcripts/mark sheets with courses and grades, in English. At this time, native language transcripts, diplomas, degree certificates, graduation certificates, etc. are not needed. Please do not upload evaluation reports from external credential evaluation services.
- **Applicants who have attended an institution issuing a consolidated mark sheet** should upload individual mark sheets for all semesters completed to-date along with the consolidated mark sheet.

How to Upload Your Transcripts

1. After entering the institution's information, click the **Choose File**.

Edit Institution

Institution	University of Missouri Columbia (Mizzou)
City	Columbia
State	Missouri ▼ United States ▼
Dates Attended	August ▼ 2008 ▼ to May ▼ 2012 ▼
Level of Study	Undergraduate ▼
Degree	Bachelor's degree ▼
Date Conferred or Expected	May ▼ 2012 ▼
Major	General Studies
GPA	3.5 on a scale of 4 (e.g., 4.0, 4.3, 5.0, 15, 100) Do not recalculate GPA, and do not report if not printed on transcript.

Submit Transcript

Below, upload an **unofficial copy** of your transcript from this institution. Please ensure your transcripts are legible and conform to the document requirements. You may upload the pages as a single or multi-page PDF, or each page as a JPEG or TIFF image file. If your document is large, it may take several minutes to upload, depending on the speed of your connection.

PDF or Scanned Pages   Choose File   No file chosen

Click here.

Save   Delete   Cancel

2. Browse to the folder on your computer that contains your scanned documents and select the file that you wish to upload. Once you select a file to upload, you should see the file name next to the **Choose File** button. If you have more than one file to upload, you should be able to upload the next file by clicking the **Choose File** button underneath the first document uploader. You can upload as many files as you want in case you upload each page of your transcript from the same institution. When you are ready to upload all your documents, click the **Save** button.

Submit Transcript

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single or multi-page PDF, or each page as a JPEG or TIFF imag...
may take several minutes to upload, depending on the speed...

PDF or Scanned Pages

Choose File | Mizzou Transcript.pdf
Choose File | No file chosen

The name of the selected document should appear here.

Click Save to upload your transcript.

Save | Delete

3. If the transcript has been uploaded successfully, you will see a message stating "We have successfully received your transcript". You should also have the option to view, replace or delete the document. Please click the **Preview Upload** to verify whether the uploaded document is legible. If it is not legible, please try again.

Submit Transcript

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We have successfully received your transcript.

Preview Upload | Replace | Delete

Save | Delete | Cancel

For assistance, please send an email to gradadmin@missouri.edu.