How to Upload Unofficial Transcripts

Unofficial transcripts must be submitted from each individual institution you have attended, regardless of the length of attendance and whether or not the courses were completed. For all international academic work, you must provide the original, native language version of both the transcript, as well as a certified English translation of those documents.

Document Requirements

- Obtain an electronic version of your unofficial transcript, or scan a copy of a transcript.
    - Make one compiled transcript PDF for each institution you attended, even if it includes multiple pages, translations, a legend, degree certificate or diploma.
    - Size must be 8.5 X 11 inches.
    - Pages must be in order, right side up (upside down or sideways pages will not be accepted) and legible (secure PDFs and non-legible scans are NOT acceptable).
    - File size for each PDF compilation cannot exceed 1.5 MB.
- You must include the transcript legend (usually this is the back page of the transcript).
- Be sure to redact or mark out your Social Security Number on all documents EXCEPT for the last four digits.
- Do not mark or alter your transcript except to mark out all but the last four digits of your Social Security Number.
- Do NOT include any syllabi or extraneous documents in your compiled PDF(s).
- Do NOT upload a degree audit instead of an unofficial transcript, as this will not be processed. Only unofficial transcripts will be accepted.

Uploading Instructions

- If you have submitted your application, upload each complete PDF on your status page, or email them to transcripts@colorado.edu with your full legal name and student identification number from your status page.
- Do not mail in a copy of a transcript as this will create processing delays!

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