**Transcript Upload Instructions (for ETA and Research Applicants)**
(downloaded from the Fulbright site (us.fulbrightonline.org) with Scripps notes are underlined.

The Fulbright Program requires a complete academic record of your higher education. You must provide transcripts from all undergraduate and graduate institutions from which you received or expect to receive degrees, regardless of your degree level. Transcripts must also be submitted from other institutions where you studied or received credit for coursework.

**Failure to submit any required transcripts will result in your being declared ineligible.**

**Type of Transcript
The transcript that you scan and upload must be a document that was produced by the registrar (not one that you download from your student portal)**. Essentially this will be an academic record that is organized chronologically--with course titles, credits and grades. This may be a Student Copy of an official transcript or the official transcript itself.

Some transcripts also report coursework from a different institution. If the course names and grades appear on the transcript that you are uploading/submitting, then it is not necessary for you to also upload/submit a separate transcript for transfer credit.

Grades & course names from Scripps Off-Campus Study programs appear on the official Scripps transcript, so there is no need to request a transcript for this work.
Grades and course names for summer programs or from transfer institutions do not appear on the official Scripps transcript. If, after reading the following note on “exceptions,” you want these items to be noted by Fulbright, you should request an official transcript from the relevant institution as soon as possible.

**Exceptions can be made for individual transcripts that list fewer than 12 transfer credits/grades and if the course work is not relevant to your Fulbright project**. That is, it may not be necessary for you to acquire and submit transcripts for summer programs or short-term study abroad. While you may use your judgment as to whether or not to include a particular transcript, keep in mind that the more complete your academic record, the better the review committees will be able to assess your background and preparation.

 **Scanning Your Transcripts** (Off-Campus Study has a scanner that can be used for this purpose)

**Scan by Degree Level:** Once you have collected all of your transcripts, scan them according to degree level.

Undergraduate
Master’s-level

If you have more than one institution per degree level, order the most recent transcript first, followed by others in chronological order.

**Document Orientation:** When you scan your transcript, make sure that the document orientation is correct.

* Transcripts that are printed vertically (Portrait) should be scanned so that they appear in the Portrait format in the PDF.
* Transcripts that are printed horizontally (Landscape) should be scanned so that they appear in Landscape format in the PDF.

**Saving your document:** To ensure successful processing, please include a file extension when naming (e.g., UndergradTanscript.doc) and limit the size of the uploaded files to approximately 10 pages.

**View Scanned Document:** Make sure that your scanned document is legible and orientation is correct for all pages in the document.

**It will not be a positive reflection on your application if your transcript is not legible or is side-ways when viewed in the PDF!**

**Larger Scanned Files**

We recommend that you scan and upload documents by degree level to facilitate the proper ordering of your transcripts in the PDF version of you complete application that is read online.

If a set of scanned transcripts (e.g., for your Undergraduate degree institutions) exceeds the maximum size, you may create two separate documents. In this example, upload the transcript with the most recent degree work, i.e, your bachelor’s degree granting institution, in **Transcript Upload Page 2**, followed by your other undergraduate transfer transcripts, in **Transcript Upload Page 1**. The same advice applies if you have two sets of same degree level transcripts with different orientations—one is portrait and one is landscape. The most recent transcript is scanned into the higher page number.

**Narrative Evaluations**If your transcripts are comprised of narrative evaluations and not letter grades, then you will need to reduce the number of pages that you submit. The first pages of the scanned document will be the transcript summary that chronologically lists the courses you have taken and credit received. This can be followed by several pages of narrative comments, generally courses from the most recent semesters and/or courses that are most relative to the project. However, in this case, do not upload into multiple upload pages; only utilize one upload page for this institution’s transcript.

**Upload Pages in the Online Application**You can upload transcripts into three pages (documents) in the Online Application. If necessary, you may scan more than one transcript as a single document. The protocol for Transcript Upload is as follows. In the review PDF version of the application, items scanned in Page 3 will appear first, followed by items scanned in Page 2, and followed by items scanned in Page 1.

**Transcript Upload Page 1:**Scan and upload your UNDERGRADUATE degree granting institution transcript. If you have additional undergraduate credits or degrees on transcripts from other institutions, you may scan these pages following the degree-granting pages.
 **Transcript Upload Page 2:**Scan and upload your most recent MASTER’S DEGREE transcript. If you have additional Master’s-level credits or degrees on transcripts from other institutions, you may scan these pages following the most recent graduate degree-granting pages.

After you upload your transcripts, PREVIEW the page to make sure that you uploaded the correct transcript(s); the pages are legible; and that the page orientation is correct. If not:

* Re-scan the pages
* Save them again
* Delete the document in the Transcript Upload Page
* Upload the re-scanned document.

Your scanned transcripts should be in the order indicated above so that reviewers can easily assess your academic background and qualifications for the Fulbright project that you are proposing. If you include extraneous information in this section, your application may not receive as thorough a review. ***Please do not scan or upload copies of certificates, non-degree course work, or other awards. You may note this type of coursework or certificate, if appropriate, in other sections of the application.***

**Official Transcripts for Recommended Candidates**

**If you are recommended for a Fulbright Grant, regardless of your degree level**, one (1) official transcript showing the **conferral of your undergraduate degree** (baccalaureate or equivalent) and official transcripts of all graduate degree work must be sent directly to the Institute of International Education and received before a formal grant offer can be made. These transcripts must contain the registrar’s stamp and seal and must be sent from the registrar’s office in a sealed envelope. If you order an official transcript and keep it in the sealed envelope, you may send this sealed envelope to IIE; however, loose transcripts send directly by the student will not be accept.

Additional information will be provided to recommended candidates. Official transcripts for recommended candidates are sent to:

**Official Transcripts**
U.S. Student Programs
Institute of International Education
809 UN Plaza
New York  NY 10017