Guide to Upload Official Transcripts for Economics PhD Application

- The Department of Economics **REQUIRES THAT ONLY OFFICIAL TRANSCRIPTS**, (**Official documents created by the university and/or college you have attended or are currently attending, no printouts from student information system)** be uploaded into the online application.

- **Unofficial transcripts, will not be accepted nor reviewed.**

There are strict guidelines on 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 must ensure:
    - Documents include the original language transcript **and** certified English translation.

    - English translations are required and must be a complete, exact and literal translation of the original transcripts.

    - Translations must be provided by the school or an official agency. Unofficial copies made by the applicant or UC faculty and staff **are unacceptable**.

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

All applicants are REQUIRED to upload a document ("Description of Academic Background") showing the detail of their academic background, especially in the areas of Mathematics and Economic Theory. For more information and examples, please see: Description of Academic Background, in the How to Apply section of our website. A document and a template can also be downloaded from the sidebar at https://econ.ucsb.edu/programs/graduate/apply.

- 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.

Tips for uploading official transcripts

- Scan a copy of a current **official** transcript. If you do not have a scanner, do not use your smartphone to take a normal photo.

- We suggest the "Office Lens App" available in the Apple App Store or on Google Play.

- 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