How to Upload Unofficial Transcripts 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 Continuing Ed Records (cerecords@colorado.edu) with your full legal name and Application identification number from your status page.
- Do not mail in a copy of a transcript as this will create processing delays!