

## Tips for Successful Transcript Upload

Your complete application must include official, up-to-date transcripts for all current and previous study you have listed in the Academic Background section of the application. Transcripts must be scanned (black and white recommended) and saved as a PDF file, and uploaded to the on line application. Opening any sealed transcript envelope from your university and scanning the transcript will not render the transcript unofficial.

**Official transcripts** are defined as transcripts issued by the Registrar's Office (or equivalent) of the university. Transcripts from other sources, such as those printed from the student's account on the institution's website, are not official.

**Up-to-date transcripts** are defined as official transcripts dated or issued in the most recent session of the year of application (if currently registered) or after the last term completed (if not currently registered).

1. Ensure that you have completed and saved the Academic Background section of your application first. This will automatically generate a transcript upload section for each transcript and each university entered there.

Note: No transcript upload section is generated for Queen's University as official transcripts are NOT REQUIRED for any study of any kind carried out at Queen's University, Kingston, Ontario. The School of Graduate Studies will access the student record directly for applicants who have attended or are currently attending Queen's University.

2. If you receive more than one degree from the same university, you will be provided with only one transcript upload section where you would upload one PDF file of an official, up-to-date transcript for all degrees received from that university. For example, if you received Master's transcript plus Bachelor's transcript from Trent University, there would be only one spot to upload one Trent University transcript document which must contain the Bachelor's and Master's information.
3. One copy of the official transcript legend (reverse of each transcript) must be included. Do not scan the legend multiple times.

Degree and graduation certificates must be included if the transcript does not indicate the type of degree and date granted.

Transcripts in languages other than English or French must be accompanied by an English or French translation provided by the institution issuing the transcript.

4. Maximum file size for each PDF is 4MB. You will receive an error message if file size is too big and will be required to rescan with a lower resolution or use software such as <https://smallpdf.com/compress-pdf> to compress pdf to smaller size.
5. If incorrect file is uploaded, applicant can upload a different file by clicking the Browse button and selecting a new file and then click Save again.
6. File name allows for only letters, numbers, underscores and spaces.
7. If, for any reason, applicant is not able to upload PDF of transcript, they can tick box in Transcript Upload section which reads as follows:

I cannot upload this transcript document. I understand that I must make arrangements for the School of Graduate Studies to receive this official transcript. I realize my application cannot be processed until all transcripts are received by the School of Graduate Studies.

Ensure that you only tick this box if you are not uploading PDF transcript file, as any uploaded files will not be saved if you select the paper copy check box.

8. Note: Uploaded transcripts are not automatically marked as received in the on line application system. The Admissions & Registration Assistant, School of Graduate Studies, will first check the uploaded transcripts to ensure they are sufficient for review purposes. If found to be sufficient for review purposes, you will receive an email indicating transcript has been received. Please allow a reasonable amount of time upon submission of your application for this process to occur.
9. Note: If you receive and accept an offer of admission to Graduate Studies here, we will require you to make arrangements for us to receive an official hard copy transcript that shows that the degree has been granted and the date of graduation, for each degree completed, from the university's Registrar's Office (or equivalent).

Official transcripts can be sent to:

*School of Graduate Studies  
Queen's University  
Gordon Hall Room 425  
74 Union Street  
Kingston, Ontario  
Canada K7L 3N6*

10. Transcripts submitted with applications become the property of Queens University, are subject to verification, are not available for copying and will not be returned to the applicant.