

# Zintellect Transcript Information

## Acceptable Transcript Criteria

An acceptable transcript is an **official transcript** issued by the Registrar's Office and includes all of the following:

1. Official university markings such as the registrar's signature, university logo or stamp, letterhead or watermark, etc.;
2. Name of the academic institution;
3. Name of the student; and
4. For current students, the official transcript must include recent coursework and grades. For postgraduate candidates, the official transcript should *also* include the graduation date and degree awarded.

## **Student academic records downloaded/obtained by the applicant or by academic advisors from internal institution systems will not be accepted.**

A transcript labeled "Unofficial" or "Issued to Student" by the academic institution will be accepted as long as it meets all of the requirements listed above; however, student academic records downloaded/obtained by the applicant or by academic advisor from internal institutional systems will not be accepted. Electronic transcript files may display a watermark such as "void" and this is also acceptable. Transcripts do not have to be color copies; black and white copies are acceptable as long as they are readable.

## Additional Requirements

- Applicants are responsible for **redacting** all pages of all documents to ensure the removal of any **Social Security (or national identification) number, dates of birth and student identification numbers**. This information must be redacted from all pages of the transcript. This can be done by with "white out" or other white corrective tape; by manually blacking out text then re-scanning; or using redaction software. It is the applicant's responsibility to ensure that documents do not contain any of the above mentioned or other personally identifiable information (PII) that, if lost or compromised, could cause serious harm (including identity theft) to the applicant. PII must be removed from all pages of all documents.

- Transcripts must be uploaded as PDF files that do not require special certificates or passwords to open. Maximum file size is 10MB.
- Transcripts must be in English, or the foreign language transcript must include an official English translation.
- All pages must be legible. Academic performance, including courses taken and grades in those courses, will be a factor in the evaluation of applications.

### **Visual Examples of Transcripts**

- [Acceptable Transcript Front](#)
- [Acceptable Transcript Back](#)
- [Unacceptable Transcript](#)