



ORAU Transcript Guidelines

Academic performance, including courses taken and grades awarded, is a factor in the evaluation of applications. Applicants must submit an official academic transcript in Zintellect for the degree program relevant to the opportunity.

Criteria for Official Academic Transcript

An official academic transcript is issued by the Registrar's Office and includes official university markings such as the registrar's signature, university logo or stamp, letterhead, or watermark, etc. In addition, the transcript must show the name of the applicant, the name of the institution, and the courses taken with grades. For current students, the official transcript must include recent coursework and grades, and courses in progress. For postgraduates, the official transcript should also include the graduation date, and the degree awarded.

The applicant should obtain the official academic transcript from the Registrar's Office (in person, by email, or by postal mail) and upload it into Zintellect. A copy of an official academic transcript may display a watermark such as "void," but this is acceptable. The official academic transcript can be in color or black and white, as long as it is legible. The transcript does not have to be provided directly from the institution to ORAU to be considered official.

Contingency for Application Only

If an official academic transcript is not available at the time of application, a transcript labeled "Unofficial" or "Issued to Student" by the academic institution, or a student academic history obtained by the applicant or academic advisor, will be accepted for application purposes. The document must contain the name of the applicant, the name of the institution, and the courses taken with grades. If an appointment subsequently is offered, it will be contingent on the receipt of an official academic transcript. An official academic transcript is required to begin an appointment.

Additional Requirements

- Applicants are responsible for **redacting Social Security (or national identification) number, date of birth and student identification number** from all pages of each transcript. This can be done by using redaction software, or manually by covering or blacking out text and re-scanning. It is the applicant's responsibility to ensure that documents do not contain personally identifiable information (PII) that, if lost or compromised, could cause serious harm (including identity theft) to the applicant.
- Transcripts must be uploaded as Adobe PDF files that do not require special certificates or passwords to open. Maximum file size is 12MB.
- Transcripts must be in English or must include an official English translation.
- All transcript pages must be legible.

Visual Examples of Transcripts

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