

## Undergraduate Document Submission – Transcripts

### PDF Creation Guide

We require the High School Transcript(s) and/or University Transcript(s) to be uploaded as a single PDF document. Where a transcript covers more than 1 side of A4 paper, you will be required to create a single multi-page PDF.

**The overall file size should not exceed 3MB.** This should be achievable using the correct scan settings.

In the first instance, you should contact your school/college/university and request your transcript(s) as a single PDF document.

If your school/college/university provides you with a paper copy, then you are required to scan the document creating a single multi-page PDF. The following steps should apply, regardless of the scanning software you use:

- Place the first page of your transcript in the scanner
- Select PDF as the file format
- Select a resolution that balances image quality and file size
- Start the scan
- Check the preview image to ensure that it has scanned correctly
- If correct, select the option to print/add another page
- Continue until all pages have been scanned
- Save the document as a .pdf file type
- Open the file and check that it looks fine in Adobe Acrobat or other PDF viewer

If you experience any difficulties **creating** your Transcript PDF file, please contact [ugdocs@admin.cam.ac.uk](mailto:ugdocs@admin.cam.ac.uk)

If you experience any difficulties **uploading** your Transcript PDF file, please download and use the [Firefox web browser](#). Clear your 'cookies' and browsing history, and allow 'pop-ups'. Alternatively, try using a different machine before contacting [ugdocs@admin.cam.ac.uk](mailto:ugdocs@admin.cam.ac.uk).