

Naming Uploaded Transcript:

Please save your uploaded transcripts using one of the following naming schemes as it applies to your institution:

If institution is a State School or has the state as part of the name, spell the state's name out completely. Use the letter **U** for university, **Inst** for Institution, **Tech** for technology or technical and spell the word college out completely when naming transcript.

RC=Review Copy

1. Basic Naming scheme:
(LastnameFirstname-RC-Institution)
Example (**DoeJohn-RC-WashingtonU**)
2. Institutions with Multiple locations or branches:
(LastnameFirstname-RC-Institution-Location)
Example (**DoeJohn-RC-UofCalifornia-Davis**)
3. Institutions with Multiple degrees on separate transcripts:
(LastnameFirstname-RC-Institution-Degree)
Example (**DoeJohn-RC-WashingtonU-BA, DoeJohn-RC-WashingtonU-MS**)
4. Institution with Multiple degrees on the same transcript:
(LastnameFirstname-RC-Institution-TwoDegrees)
Example (**DoeJohn-RC-WashingtonU-BSMS**)*

List each degree separately in the application and upload each corresponding transcript to each degree.

***You will only need to upload transcript one time.**