

SECTION 3: TRANSCRIPTS



NOTE: A missing or incomplete transcript is the **ONLY** reason for a rejected OSAC scholarship application.

NOTE: You can submit unofficial transcripts. You do **NOT** need to submit official transcripts.

Please read these instructions to ensure that you are submitting what OSAC requires to process your application.

Begin by clicking the “Edit” button.

Depending on the high school and college information entered, you will be given a set of instructions about which transcript(s) you are required to upload, and which are optional (if applicable).

(NOTE: Transcript info is located here: <https://oregonstudentaid.gov/scholarships/transcripts/>)

Example Transcript instructions:

Section 3

Transcripts

Transcripts

Transcript Instructions

- High School Transcript showing coursework and grades through the first semester, second quarter, or first trimester (depending on your school's calendar) of your senior year. These transcripts are usually available in January or February.

TRANSCRIPTS:

Option: Upload Transcript via Your High School Options

- Ask your high school to upload your transcript.
- If you are a *current* high school senior or *graduate* of the prior academic year, your High School Registrar or Transcript Processor may be able to upload high school transcripts through OSAC's High School Portal.
- Use the 'Request High School Upload' option in application and complete the "High School Transcript Upload Request Form" that contains instructions to the Registrar on how to access OSAC's secure web portal. You are responsible for delivering the form to your high school. After the high school has processed the transcript request, you will be able to view the uploaded transcript.

Option: Upload Your Transcript in the Application

- Black out your Social Security Number (SSN)
- Scan the transcript as a PDF file or an image file (.jpg, .tif, or .gif).
- Select the 'Upload' option in Scholarship Application.
- Have multiple files? If you have multiple files for the same document (e.g., a file for each page), then select the PDF builder tool.

Scanned File Won't Upload?

- Make sure your file is a PDF file or image file (.jpg, .tif, or .gif) that is not locked.
- If you received your transcript through email, the file may have a security feature that will block OSAC from viewing your file. Print the transcript and then scan the pages into a new clean pdf document.
- Make sure your file is no larger than 4 megabytes. Make the file smaller by:
 - Scanning the document in grayscale (black and white, not color)
 - Reducing the resolution of the scan: don't select "best resolution" (75 dpi is good enough)
 - Try another browser: Microsoft Edge, Firefox, Chrome, Safari

If Everything You Tried Failed, use the 'Send or deliver'.

- Select the 'Send or deliver' option in Scholarship Application to indicate that you cannot upload.
- The Application will produce a cover sheet with your name, Application number, and the document description. Print and staple this cover sheet to the paper transcript.
- For security purposes, before sending transcripts, mark out your Social Security Number (SSN).
- Mail the document to OSAC's office. Transcripts sent to OSAC via email will NOT be accepted.
- Your transcript must be received at OSAC by the Early Bird or Final deadline.

Example Transcript upload:

High School Transcript Submission Method (Required)

I certify that I will be requesting my transcript from my High School

I certify that I will be mailing or hand-delivering my transcripts.

I certify that I will be uploading my transcripts digitally.

Highschool Transcript Status

South Albany High School

Type: Upload

- Received - pending OSAC review of transcript

Upload High School Transcript

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South Albany High School (OR) (Albany) ▼

UPLOAD FILE

I certify that I will be uploading my transcripts later.

End by clicking the "Save" button.