

## **Formatting Instructions:** Unofficial Transcripts

In order to submit your transcripts via email to [calteach@ucsc.edu](mailto:calteach@ucsc.edu) they need to be properly formatted. Be sure that the final formatted document shows your name, grades, and the College or University you attended.

**STEP 1:** Access your unofficial transcripts. (If they are your UCSC transcripts log in to [my.ucsc.edu](http://my.ucsc.edu) with your gold password.)

**STEP 2:** You can choose one of the following options to format your unofficial transcripts:

- Save as pdf document
- Print as pdf document
- Copy transcripts content to a word document then save as pdf document