

## Introduction

Welcome to the Uploading Transcripts Tutorial video. One of the most important components to your Gilman International Scholarship application is your transcripts. This tutorial video will include directions on how to upload your transcripts into the application system, how to combine multiple pages of a transcript, how to rotate pages permanently and how to compress or reduce the file size of your transcript document.

As a reminder, you will be required to upload an official transcript from your currently enrolled U.S. institution that you indicated in your online application, as well as any previous institution you may have attended and listed in your application. You can open your official transcript for the purpose of scanning and uploading it into your online application.

Once you receive your official transcripts, you can scan them onto your computer or USB drive and save the document as a .pdf, .png, or .jpg. If you do not have a scanner, I recommend that you visit your school's computer lab or library, or work with an advisor to help you with producing a digital file of your transcript or transcripts. If information is on both sides of your transcript, you should make sure that you scan all pages of the transcript, including front and back. Once you have access to this digital file, whether saved on your computer or a USB drive, you can upload the file for the designated institution into your online application.

## Uploading Transcripts into the Online Application

Let's get started. First, we will go through the general procedure of uploading transcripts into your online application. Once you are logged into your online application, you can access the *Transcripts* page in your top menu bar or your right-side checklist. To upload your transcript, click the **Select** button, which will allow you to browse your computer for the appropriate file of your transcript. Once you have located your transcript, select it and click **Upload to Server**. Make sure to preview your file to confirm you have uploaded the correct transcript and that the pages are legible. You will repeat the uploading step for each additional school listed in your application.

Some key points to keep in mind when uploading your transcripts are that the online application system will only allow you to upload one document per institution and the file size of your document must not exceed 12MB. Therefore, you will need to save all pages for each transcript into one document and reduce the size of your file, if necessary. There are several resources available to you in order to successfully upload your transcripts into your online application to meet the system's standard requirements.

## Combine PDF Files

First, if you need to merge multiple files to create one PDF file to upload, please follow these instructions.

- **If you are using Adobe Acrobat:**
  1. Start Adobe Acrobat.
  2. From the getting started window, choose **Combine PDFs into PDF**, then choose **Add Files** in the upper left corner.

3. A new dialog box opens so that you can add the files you want to combine. Click the **Browse** button, navigate to each file, and click the **Open** button to select it.
  4. When you have listed all the files to be included, use the "Move Up" and "Move Down" buttons to rearrange the order of the files or the "Remove" button to delete a particular file.
  5. When you are done arranging your files, click **Combine Files**.
  6. Save the combined .pdf file to a designated folder. From the **File** menu, click **Save As** and then **PDF**.
- **If you don't have Adobe Acrobat you can use PDFJoin, a free online resource to combine your PDF files:**
    1. Go to PDFJoin, [www.pdfjoin.com](http://www.pdfjoin.com).
    2. Please note there is a 15MB size limit for each PDF file uploaded.
    3. Click **Choose File** and select the appropriate .pdf file from your computer. (Repeat step 2 as necessary.)
    4. After selecting the files, click **Join**. When your files have been combined together a dialogue box will appear. Click **Open** and save the combined .pdf file to a designated folder.

### Compress/Reduce File Size

Since the application system will only accept files that are no greater than 12MB, you may need to compress your file. You can compress a PDF file by following these instructions:

- **If you are using Adobe Acrobat:**
  1. Once you have opened the PDF file, go to **File**.
  2. Click on **Save As**.
  3. Then, click **Reduced Size PDF**.
  4. A message will pop up that says "Make compatible with". Select **Retain existing** and click **OK**.
  5. Save the reduced PDF file either using the same file name or some other file name (i.e. with "compressed" in the name) and then click **OK** to start compressing. This is done to make certain that the original document is not modified.
- **If don't have Adobe Acrobat you can use CVISION Technologies, a free online resource to reduce the size of your PDF document:**
  1. Go to [CVISION Technologies](http://CVISION Technologies). (We link you to the free online version)
  2. Select the **Compress** option.
  3. Then **Select Documents** that you would like to compress.
  4. Once your file has been processed a table consisting of the details will appear.
  5. To download your file, click on the image of your file in the "Get Your File" column.
  6. You will be prompted to provide your email and contact information. After you fill out the information, click **Submit**.
  7. Your document will automatically open. Save the compressed .pdf file either using the same file name or some other file name (i.e. with "compressed" in the name).

### Rotate Pages within PDF:

Lastly, if you need to rotate your PDF so it is right-side up, meaning when you preview your uploaded transcript you do not have to turn your head to view it properly, please follow these instructions.

- **If you are using Adobe Acrobat:**
  1. Click on **Tools**, then **Pages** and select **Rotate**.
  2. A message will pop up that says “Rotate Pages”. Select your desired direction.
  3. Save your file with the correctly rotated documents.
  
- **If you don't have Adobe Acrobat you can use Rotate PDF, a free online resource to rotate your PDF files:**
  1. Go to Rotate PDF, <http://www.rotatepdf.net>.
  2. Click **Browse** in Step 1 and select the appropriate .pdf file from your computer.
  3. After selecting the file, choose the rotation angle using the examples indicated on the page.
  4. Click **Rotate PDF**.
  5. Click **Download** to see the rotated file and save the file to your chosen location.

### Conclusion

We want Gilman Scholarship applicants to have a user-friendly experience with the online application and not have any further obstacles when applying. These instructions are provided so that not only do you properly upload your transcripts, but also so your application can be successfully reviewed by the selection committee. Should you need further directions on uploading your transcripts, we encourage you to visit the *Apply* section of the Gilman website, under the *Transcripts* tab. If you have any questions, please visit the Contact Us page to contact the appropriate Gilman staff by phone or email.