Non-UC Berkeley Transcript Instructions

Transcript Requirements

If you have completed college coursework outside of UC Berkeley and it fits under ANY of the criteria below, you must submit a transcript for verification. If you have attended multiple colleges that fit these criteria, you must submit a transcript for each one.

A) You have taken 3 or more semesters, or 4 or more quarters, of transfer credit from a SPECIFIC college or university and have transferred that credit to UC Berkeley. This includes any terms spent at a college or university before graduation from high school.

B) You are a transfer student and have not yet earned UC grades.

C) You need to submit proof that you have completed an EAP language or course requirement at another college or university.

Unofficial transcripts are acceptable. However, if you print the transcripts out from the web, both your name and the name of the institution must be included as part of the electronic transcript printout (not written in by student). If the unofficial transcript does not include both your name and the name of the institution you will need to order an official transcript.

If ordering official transcripts, please request your transcript(s) early because they may take longer than expected. We prefer that transcript(s) be submitted with the application rather than being mailed directly to our office. When you receive the transcript(s), open the envelope (this will NOT make your transcript invalid for EAP), and make the required number of copies.

If you are ordering your transcript(s) to be sent directly to the Berkeley Study Abroad office (i.e. if a transcript will not be available by the EAP application deadline), please address it as such:

EAP [Country, Term, Your Name]
160 Stephens Hall #2302
Berkeley, CA 94720 -2302