Non-UC Berkeley Transcript Instructions

Transcript Requirements

If you have completed ANY college coursework outside of UC Berkeley that appears as credit on your UC Berkeley transcript, a transcript from that institution is required for verification. This includes college coursework taken before graduation from high school. If you have attended multiple colleges, you must submit a transcript for each one.

Unofficial transcripts are acceptable. However, if you print the transcripts 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 hand). 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