

PROVIDING TRANSCRIPTS

An employer may require you to submit a Brown University transcript as part of your job or internship application. Employers participating in the campus recruiting program are notified of Brown's policy regarding the calculation of GPAs. Employers that request transcripts are interested in the particular classes you have taken, as well as your grades. If you are applying for a position through [Handshake](#), here are the options for uploading transcripts to your account.

REQUESTING TRANSCRIPTS

Official Transcripts from the Registrar — All transcript requests must be ordered online. You can have it emailed to you as a Secure E-Transcript or pick up a hard copy in person at Page-Robinson, Room 318. Requests take about an hour to process. Transcripts should not be sent to CareerLAB. To order your transcript, visit the Registrar's "Transcript Ordering Options" web page [here](#):

Once you've saved your Secure E-Transcript as a PDF or picked up your hard copy transcript from Page-Robinson and scanned and saved it as a PDF, you can then upload it to your Brown Handshake account (see below).

If your most recent Brown transcript has not been updated with last semester's courses, you can indicate to the employer in an email or your cover letter that you will provide an updated transcript as soon as it is available.

Students who have studied abroad: Only send your Brown transcript to an employer. [The Office of International Programs](#) evaluates all foreign transcripts and sends them to the Registrar for posting upon approval. If your transcript is not updated with semester abroad information, you may include your official letter from OIP granting permission to study abroad and indicate to the employer that your grades have not yet been posted.

UPLOAD TO HANDSHAKE

Here is how to upload your transcript to Handshake

Log into your [Handshake account](#).

In the upper right hand corner, click your name, choose "Documents" from the drop down menu and then go to the "Transcripts" section and click the "upload one" link.

Title your transcript: First Name Last Name Transcript and then click "Select From Computer" to upload the file.

Click "Add Document" at the bottom of the screen.

(Note: At this point a screen will appear with a button giving you the option to "Make Public" your transcript. We recommend you do not make your transcript public. You don't need to make your transcript public in order to use it to apply to jobs or internships.)

NOTE: If your transcript record is too large you'll need to [lower the resolution size](#).