

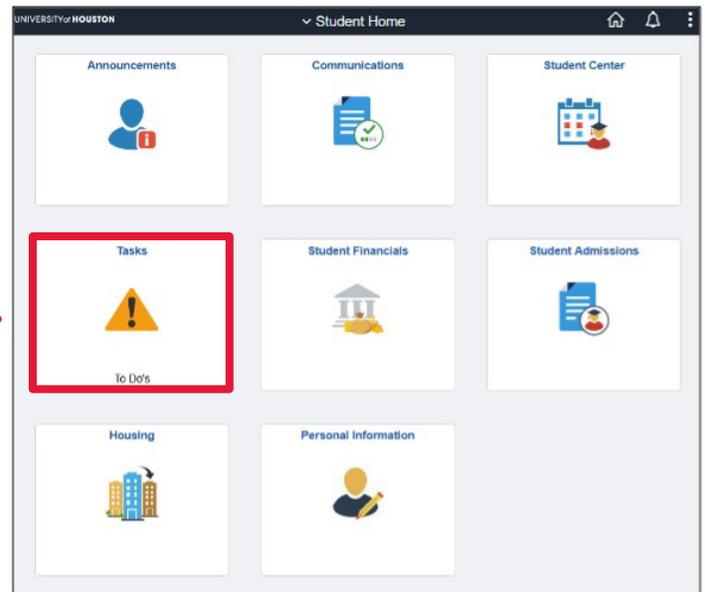
UPLOADING YOUR HIGH SCHOOL TRANSCRIPT

Step-by-Step Guide

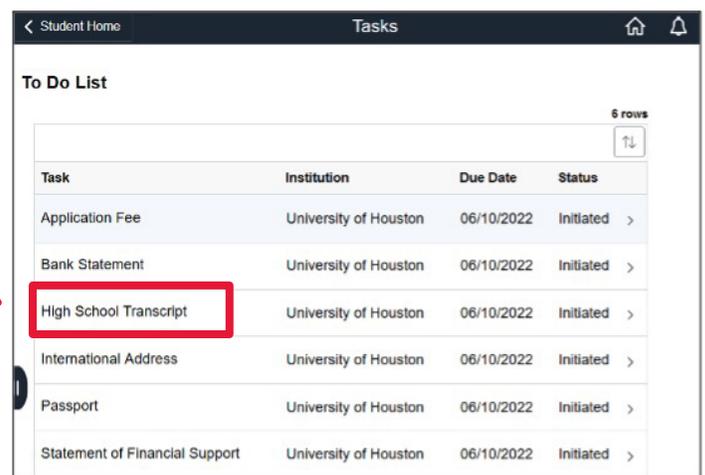
STEP 1: Review UH's [Required Secondary Academic Records webpage](#) to identify the required academic records for your country or international curriculum. Before uploading, be sure to combine documents into one single PDF file that is legible and includes the front and back of all pages of records. You will only be able to upload one PDF file.

STEP 2: After applying for admission, you'll receive a UH ID number and access to [my.uh.edu](#) self-service portal.

Log into the [my.uh.edu](#) self-service portal. In the Student Home page, click on the **Tasks** tile.



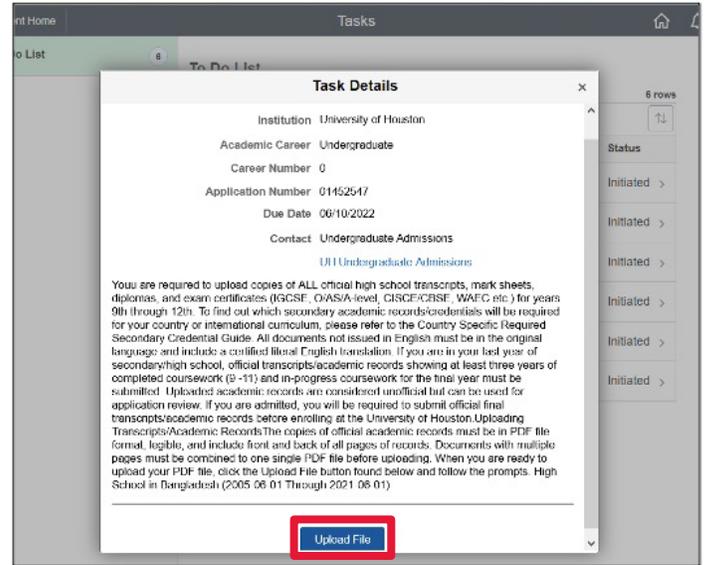
STEP 3: In the *To Do List*, click on the task **High School Transcript**.



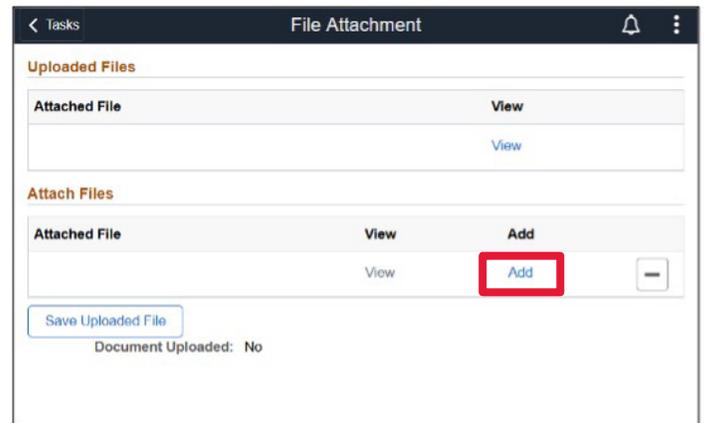
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STEP 4: The Task Details pop-up will display. Click on **Upload File** button.

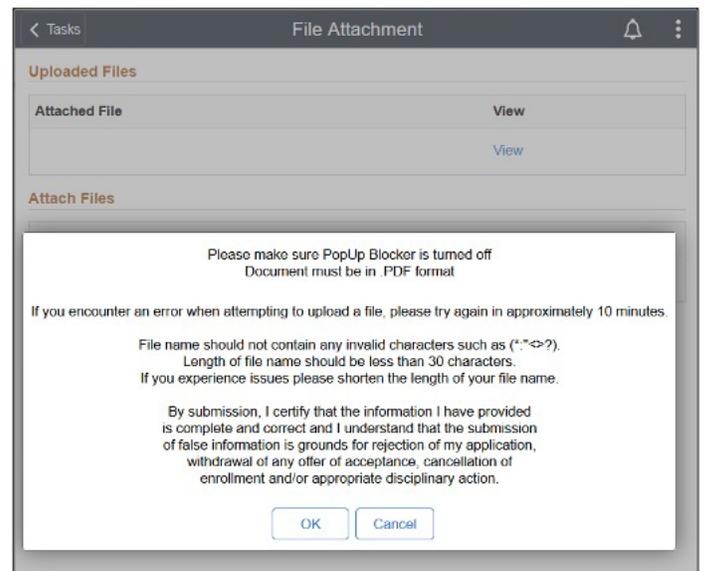


STEP 5: On the File Attachment page, under the Attach Files section, click on **Add**.



STEP 6: A message will display to remind you that the PopUp Blocker should be turned off. The file name should only contain alphanumeric characters and not contain invalid characters such as (*."<?>). Length of file name should be less than 30 characters.

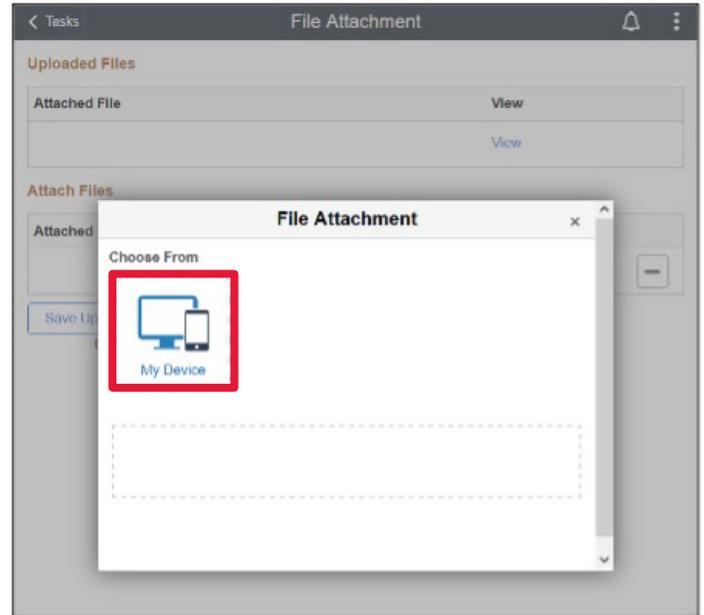
Click the **OK** button to certify that the information being uploaded is complete and accurate.



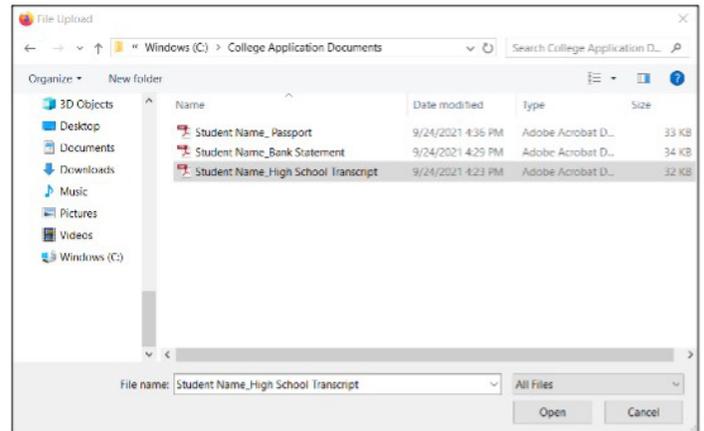
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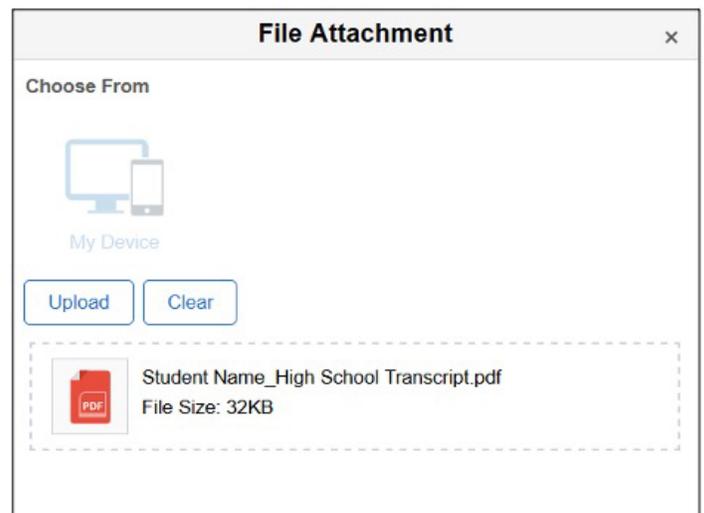
STEP 7: Click on the **My Device** icon.



STEP 8: Browse and select the PDF file that you desire to upload. Click **Open**.



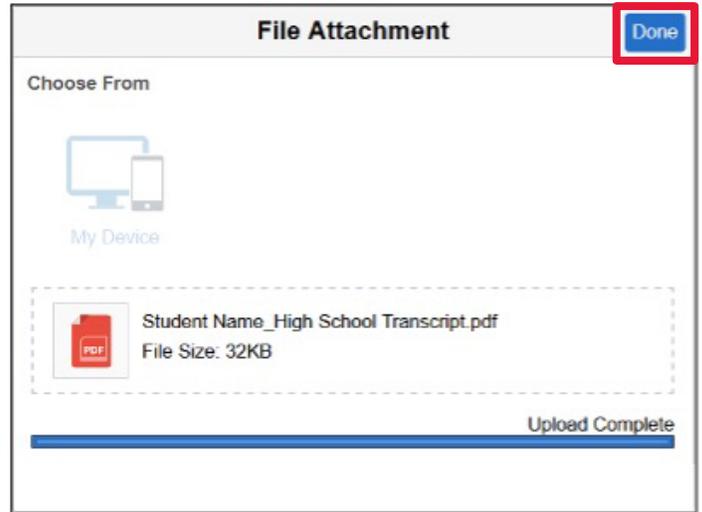
STEP 9: Click the **Upload** button.



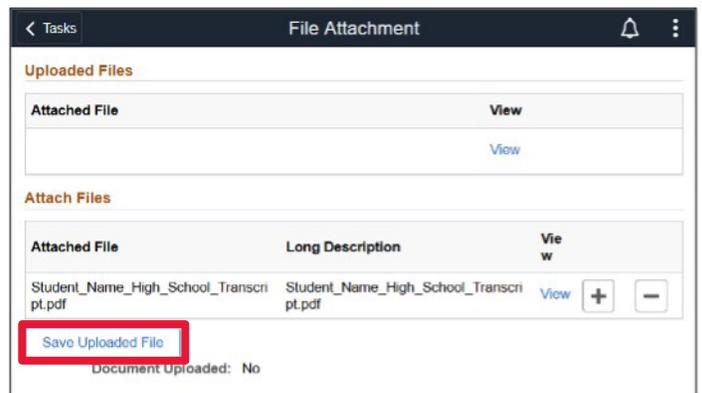
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STEP 10: After the upload is complete, Click the **Done** button.



STEP 11: Click the **Save Uploaded File** button.



STEP 12: The Document Upload status will display as **Yes**. This confirms that the file has been uploaded to your account.

