

Important Information on your Transcript of Records

Transcripts are e.g. issued by your Office of the Registrar. At most universities it is also possible to download your unofficial transcript. In any case, the uploaded transcript should fulfill the following requirements:

- ➔ Transcript must be in English or German. *Otherwise please add a translation.*
- ➔ Transcript must include student's complete name, degree program and name of university.
- ➔ If your transcript only displays your student ID, but not your name, please add a document which proves that this is your student ID (e.g. your student ID card).
- ➔ Transcript should include courses and grades for all different semesters.
- ➔ Transcript should include the overall cumulative GPA of your current degree program (in the [0 - 4.0 – scale](#)).

If this is not possible, please upload a conversion calculation of your original GPA to a 4.0-scale with a link indicating the conversion calculation criteria the calculation is based on.

- ➔ Transcript must display the number of your completed study years/ semesters.
If necessary, upload additionally the transcript of your former university to confirm your overall completed semesters.
- ➔ *If you can only send a transcript issued by your former university, please upload additionally a proof that you are currently enrolled in a university eligible for TUM PREP (see our [website](#)), e.g. a confirmation of enrollment or your student ID card.*

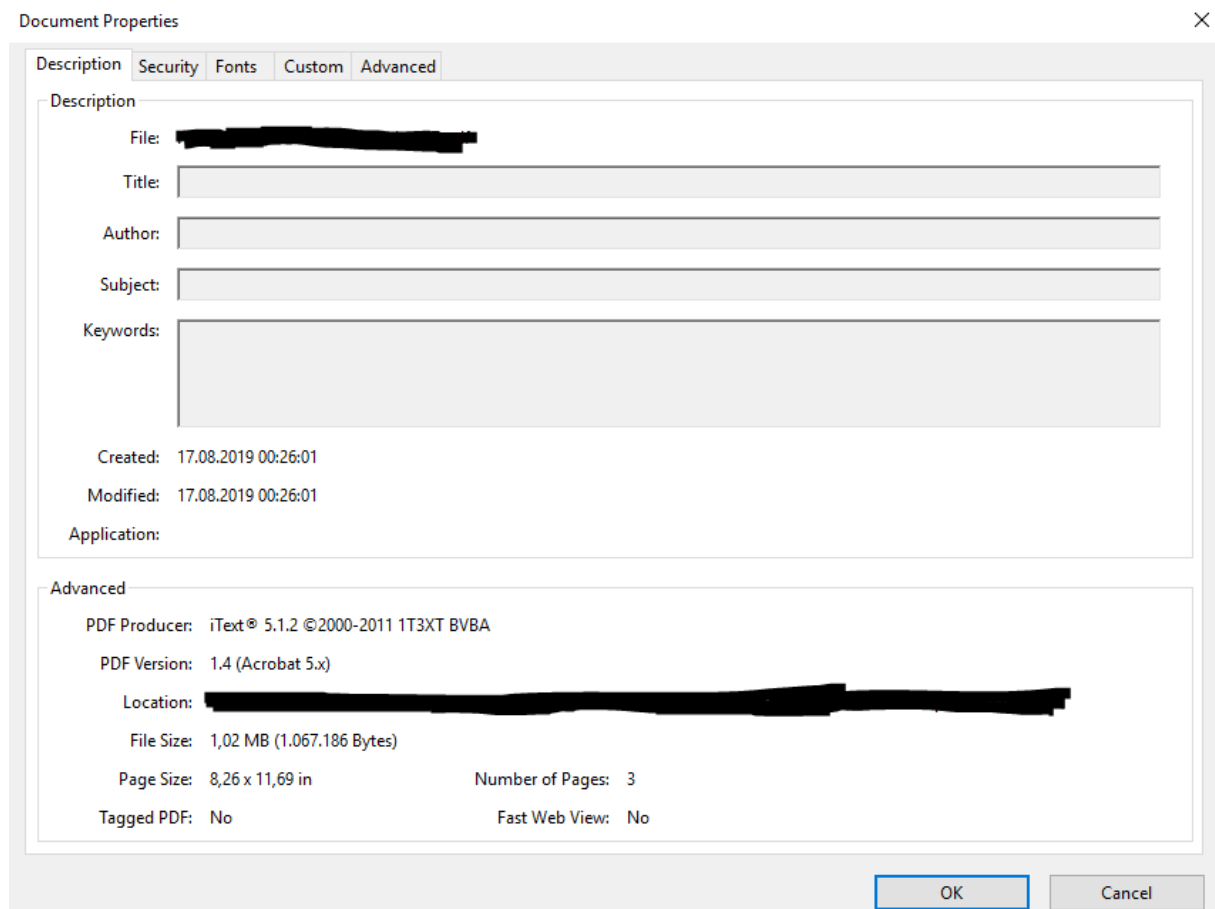
Cryptographically secured PDF files

Please make sure that you upload a transcript (PDF file) with your application which is not cryptographically secured.

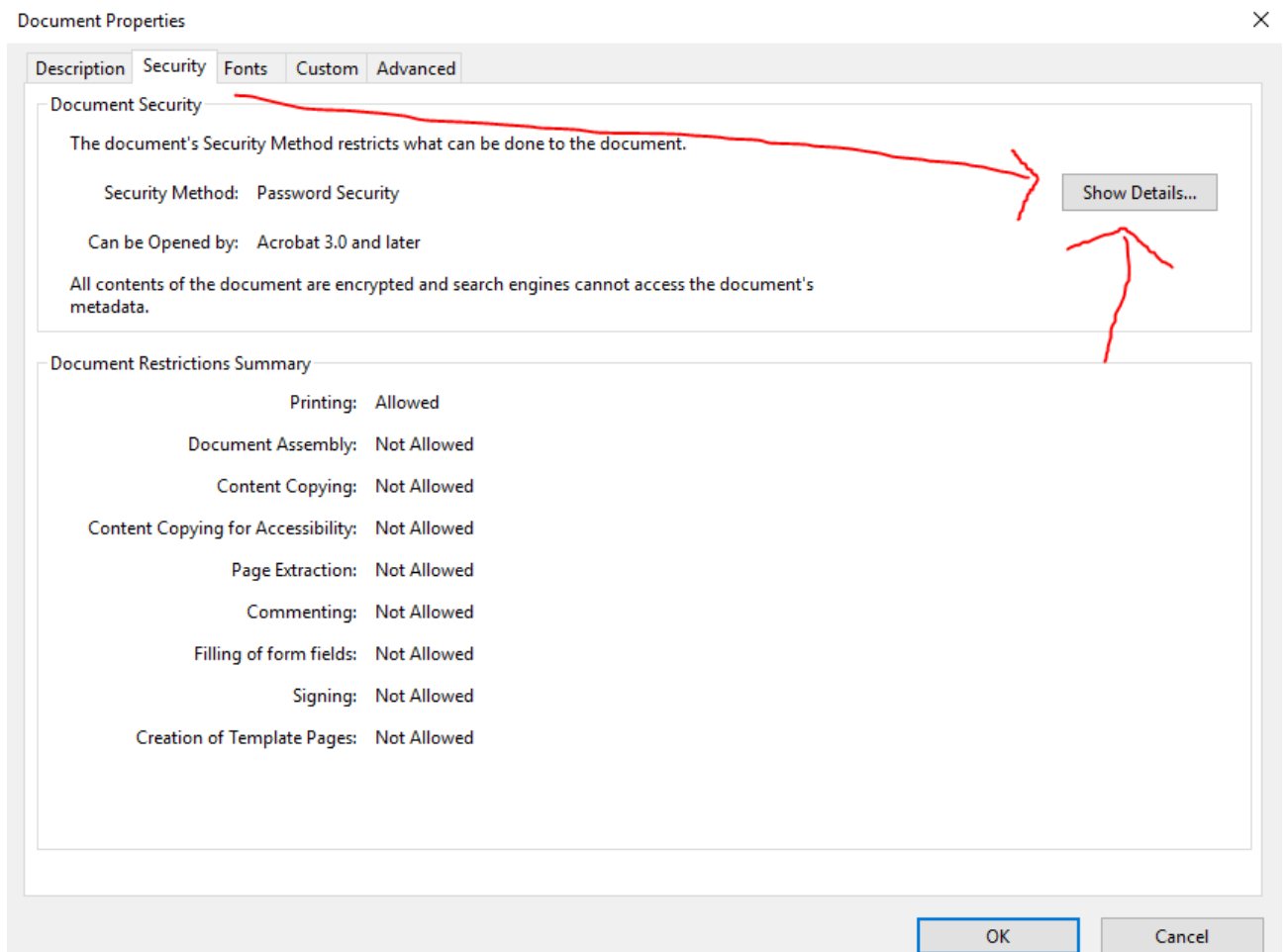
If the PDF file you have should be encrypted or secured, we might not be able to consider your application as we cannot edit or merge the file with other PDF files.

If you are not sure whether your transcript is encrypted, please open your transcript with Adobe Reader and proceed with the following steps:

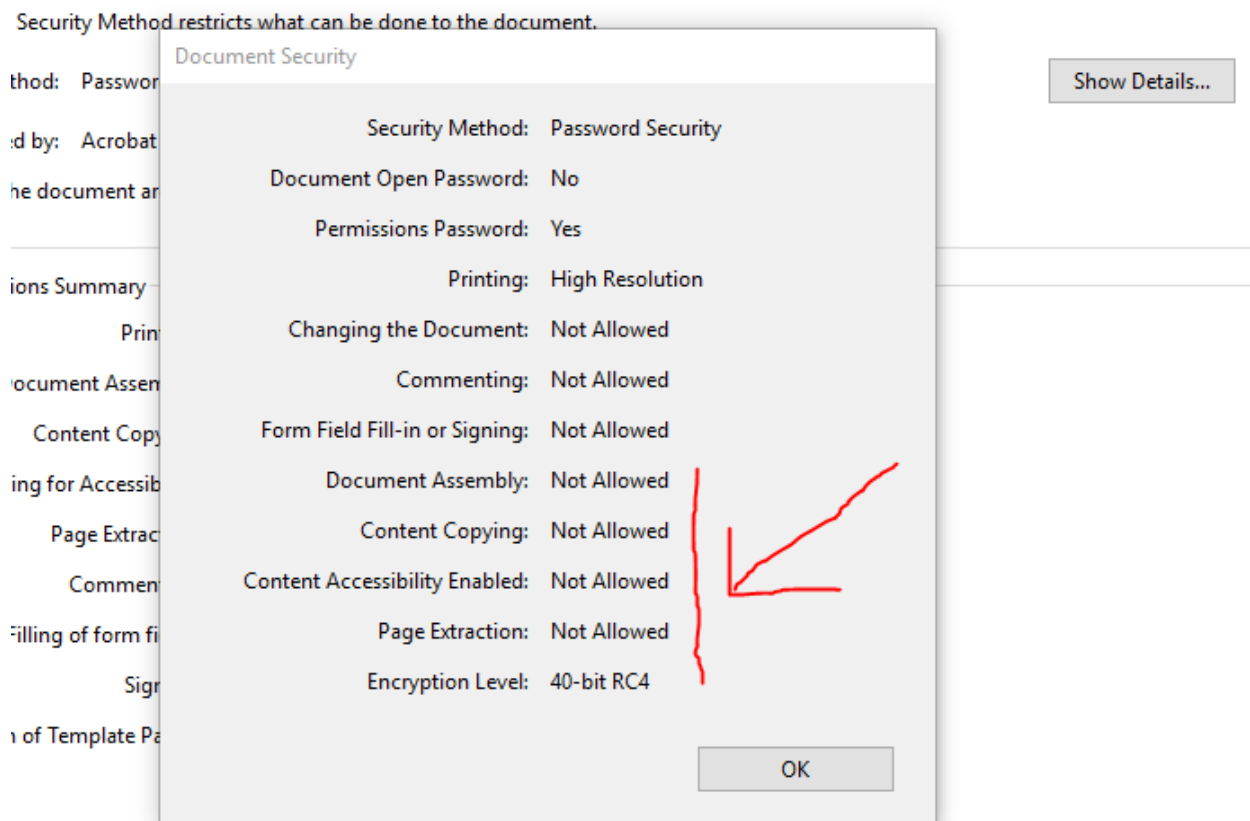
1. First, please click on “file” in the left upper-corner and then on “properties”. A new, small window will open:



2. Next, please click on the folder “security” and there on the button “show details”:



3. Now, please check whether the following 5 fields marked by the red line are set to “allowed”.



If not all of these 5 marked fields should be set to allowed (like in the picture), please proceed as follows:

- please take a screenshot of every page of your transcript
- then, turn all screenshots into a new PDF file.
- upload this new created not encrypted PDF file with your TUM PREP online application

From our experience, especially **transcripts from following universities**, but not exclusively those universities, are **often cryptographically secured**:

- Harvard University
- Princeton University
- UC Berkeley
- UC San Diego
- University of Alberta
- University of Michigan
- Université de Montreal
- University of Illinois at Urbana Champaign
- University of Wisconsin Madison