Submitting and Uploading Documents to Your Online Application

*Keep in mind that we **do not** need an official copy of your transcript or test scores until after you've been accepted. The digital copies submitted via the online application will suffice for admission purposes, and your decision letter will indicate what documents we need sent officially.*

For each university you indicate, the system will not allow you to submit your application until you attach an associated transcript in the "Academic Information" section. Similarly, if you are required to submit an examination, such as the GRE or the TOEFL, you will need to upload a document to the "Additional Materials" section.

Below are some suggestions on how to proceed with uploading documents

- Please obtain an electronic version of your documents or scan a copy of a transcript you may already have and that is current, at the lowest dpi that results in a legible document (we recommend to use under 200 dpi whenever possible)
- For all unofficial transcripts, you must ensure that the institution name and other identifying marks are not missed during the scanning process and that your scanned copy is clearly legible and can print on letter size paper
- Save your document as a PDF file or Word document, and be sure that its size is less then 2000kb (2mb). Scanning in "gray scale" or black and white may produce the best results. If you're having difficulty scaling down the size of a document, we have a guide available on www.hofstra.edu/gradapply titled "How to reduce the size of a document" that gives some additional tips on how to scale down the size of your PDF or Word file.

Alternate Method using Microsoft Word

- Scan the photocopy (experiment with different settings until you find one that results in the smallest file size) and save as a .jpg file
- Open Microsoft Word or similar word processing program
- Click on the Insert tab, and do insert from file or picture
- Browse to your saved .jpg file
- Save your .jpg file as a .doc, .rtf, .xls, .or pdf format. Macintosh users, please note that the filename must include the appropriate 3 letter extension.

Any submitted files must be less than 2mb in order to be uploaded successfully!