

Transcript Procedures for Brown Campus Recruiting

An employer may require a Brown University transcript as part of the application to their job/internship. If going through the campus recruiting program, there are several options for uploading transcripts to your Brown Career Connection account

1. THE BEST OPTION

The most official and preferred by employers - is to request an "ISSUED TO STUDENT" transcript from the registrar. This should be done in writing with at least one week of lead time. There is a small fee payable to the Registrar. Once you receive your transcript, you can scan and save it as a .pdf file and upload it to your Brown Career Connection account as an unofficial transcript.

Please visit <http://www.brown.edu/Administration/Registrar/guidelines/records/index.html> for specific instructions on how to order your official transcript from the Registrar's Office.

NOTE: Transcripts should not be sent to the Career Development Center. You can pick up your transcript from the Registrar's office or have it delivered to your home address or Brown mailbox.

2. THE QUICKEST AND EASIEST OPTION

The quickest and easiest option is to access your unofficial transcript online through the Banner system. Keep in mind that the online transcript has additional information that does not show up in your official transcript, such as adds/drops. Log in to Banner and pull up your unofficial transcript. Save the transcript as a Word document or a .pdf file and then upload it into Brown Career Connection.

3. LAST RESORT

If your most recent Brown transcript has not been updated with last semester's courses and you do not wish to send an internal record, you can scan and upload the most current transcript available to your Brown Career Connection account. You can indicate to the employer in an e-mail or in your cover letter that you will provide an updated transcript as soon as it is available. The employer will most likely request an updated transcript should you be accepted for an interview.

STUDENTS WHO STUDIED ABROAD

Only send your Brown transcript to an employer. OIP 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 been posted yet.