

Tips on how to View, Save, or Print your MiraCosta College Unofficial Transcript

The MiraCosta College online scholarship application requires students to upload an Unofficial Transcript. The steps below will assist on how to view, print, or save your Unofficial Transcript.

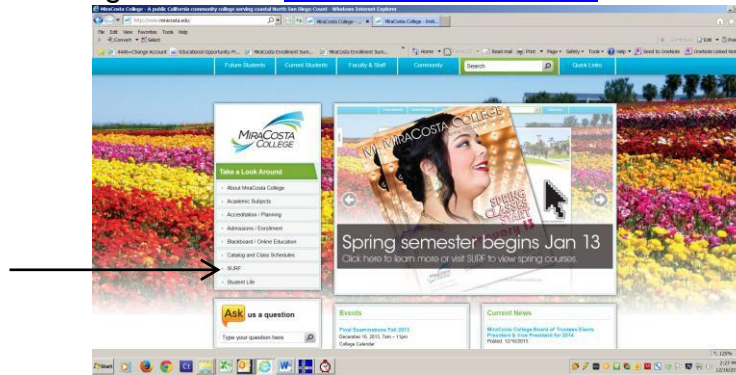
View and Save your MiraCosta Unofficial Transcript to a PDF file

1. Log into the MiraCosta College website: www.MiraCosta.edu
2. Log into your **SURF** with your **SURF ID** and **Password** and *Click Sign In*, which opens to your **Student Center** page
3. At your Student Center page, *Click other academic*
4. *Click View Unofficial Transcript, Click Unofficial Transcript, Click the green **go*** and wait while the program loads the Unofficial Transcript
 - ❖ If you would like to **print** the transcript, *Click **File**, Click **Print***
 - ❖ **Scan** & save transcript: scan and save the transcript to upload into the application.
 - If you do not own a scanner, the Library Hubs on both campuses have scanners students can use with Lab staff available to assist
 - ❖ To **save** the file to a computer or thumb drive, continue to step 7
5. To **save** the file: *Click File, Click Save As*, add a **File name**, **Save** where you will have easy access to the file (computer, thumbdrive, etc.)
 - ❖ **Mac users**: *Right-Click* on the Transcript image, scroll to **This Frame**, scroll to and *Click Save Frame As, Save As* (name the file) but change the Format: **All Files**, save as a PDF file.
 - ❖ Continue to step 8 below.
6. When you **Open** the saved file, you will see a list of files, *Click the Adobe acrobat file*
7. Enlarge the file to view **Actual Size 100%**
8. *Click **File**, Click **Save As PDF***, save with your **full name**, and *Click **Save***. Save the file to your email, a thumb drive or on your desktop where you will have easy access.
 - ❖ **Must be saved as a PDF file** to be opened in the application.
9. When you are ready to attach your unofficial transcript to the file, *Click **Browse*** to retrieve the file, and *Click **Upload*** to attach it to the Scholarship Application.

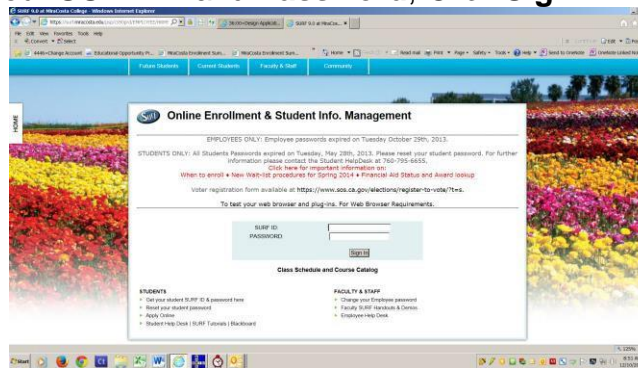
To insert your Unofficial Transcript into the MiraCosta application: **Browse** to the saved file, then **Upload** Unofficial Transcript into the application.

Continue to the next page for a step-by-step picture tutorial.

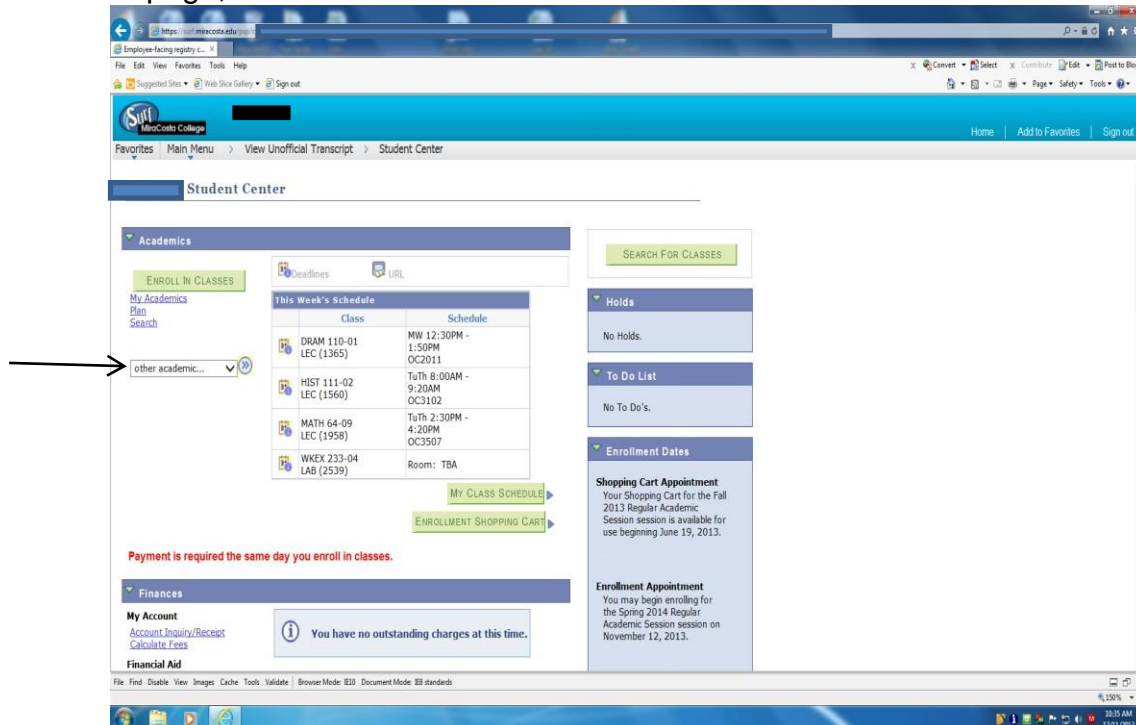
Log into the MiraCosta College website: www.MiraCosta.edu and **Click SURF**



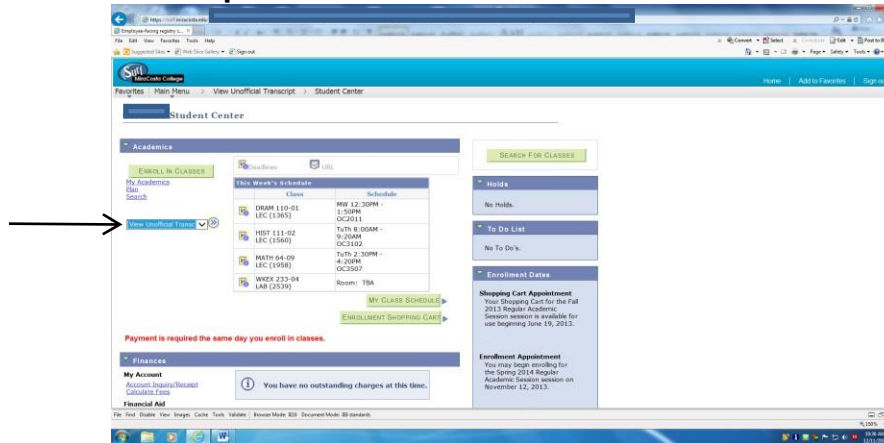
At the **SURF Login**, enter your **SURF ID** and **Password**, **Click Sign In**



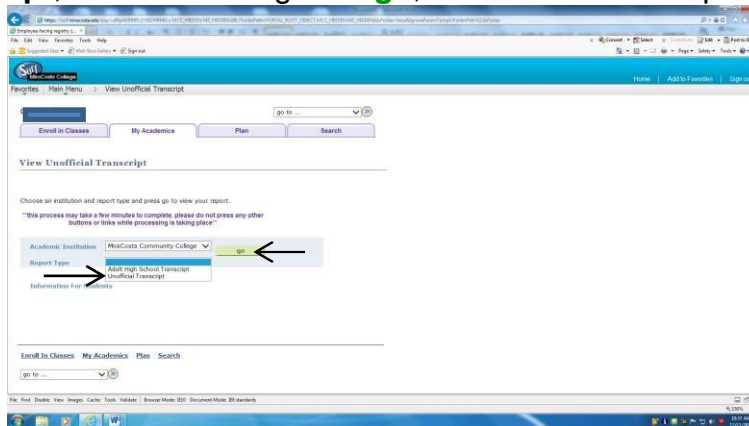
Student Center page, **Click other academic...**



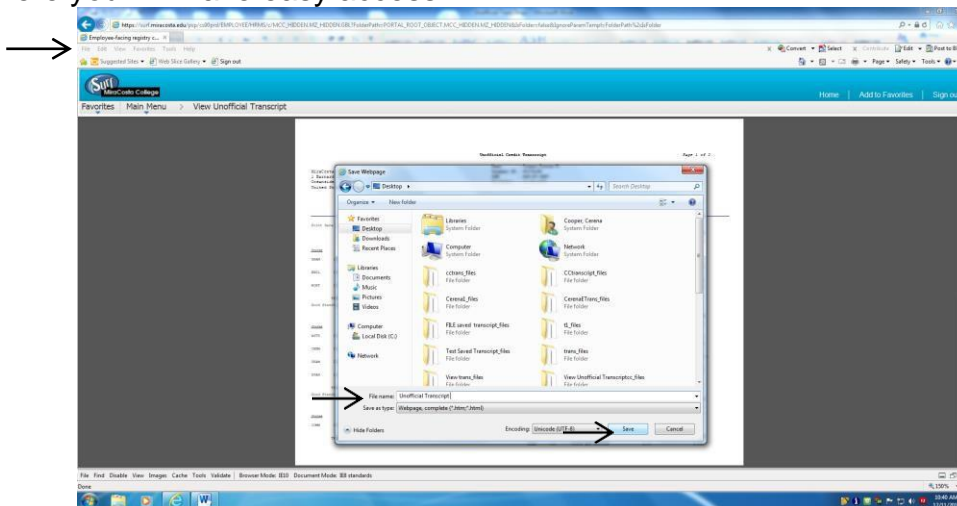
Click View Unofficial Transcript



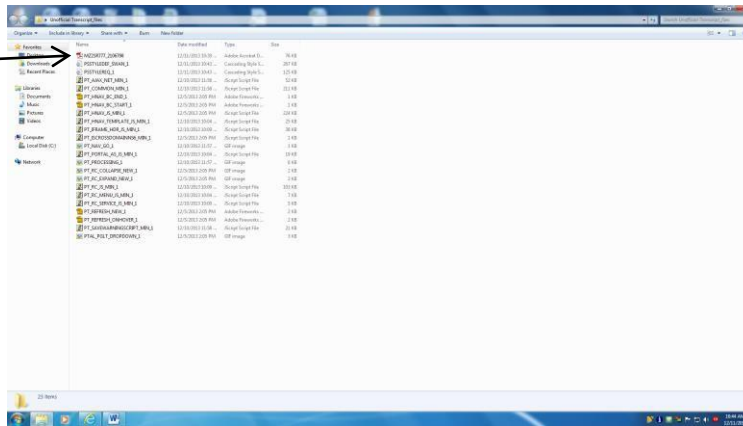
Click Unofficial Transcript, then Click the green go, and wait while the program loads



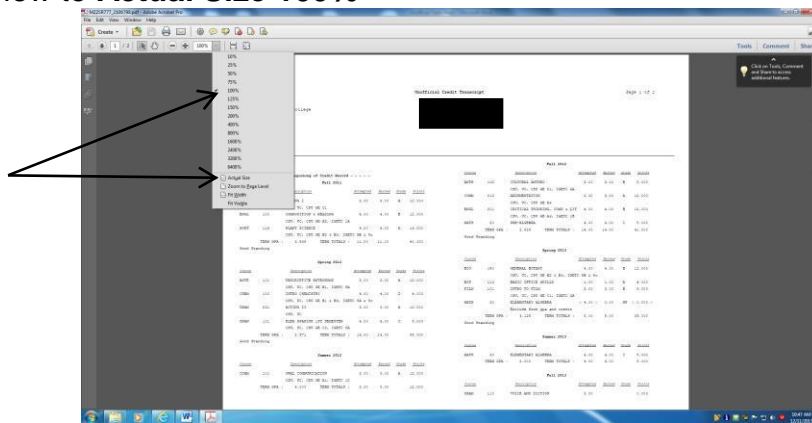
Click File, Click Save As PDF, type in a File Name, Click Save. Save the file to your desktop or a thumb drive where you will have easy access.



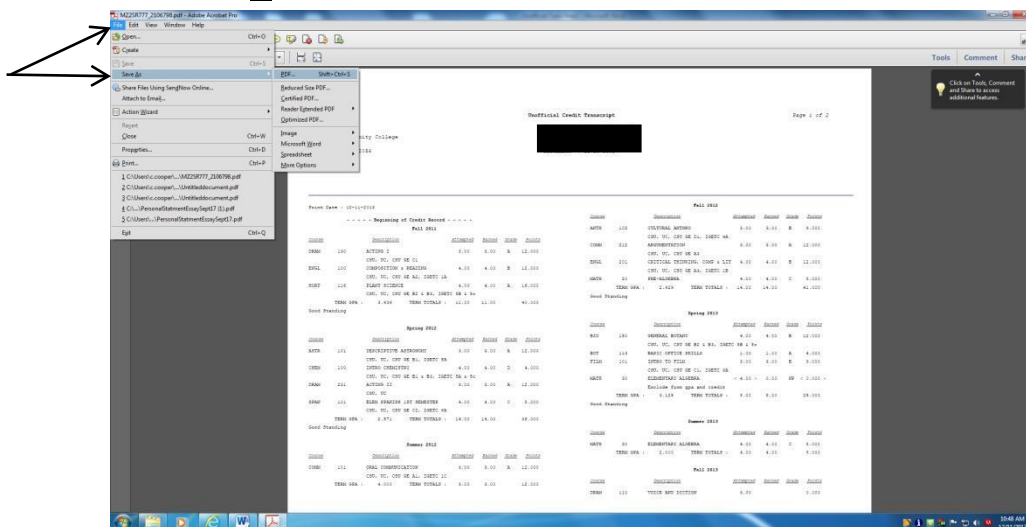
When you Open the saved file, you will see a list of files, **Click the Adobe acrobat file**



Enlarge the file to view to **Actual Size 100%**

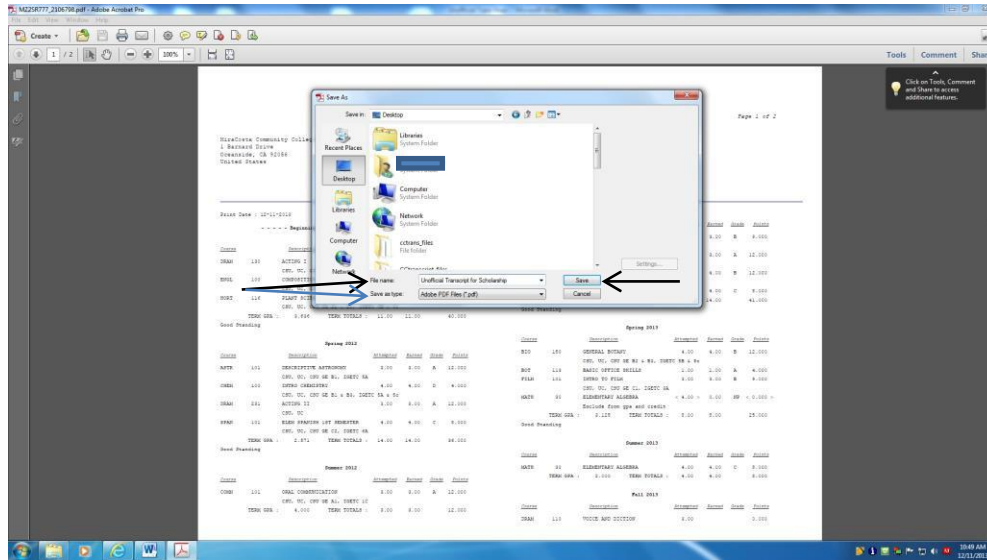


Click **File** – Click **Save As** – **PDF**



Type a **Your name**, Save as **Type Adobe PDF Files (*.pdf)**, Click **Save** to your email, desktop or a thumb drive where you have easy access.

- ❖ **Must be saved as a PDF file** to be opened in the application.



To insert your Unofficial Transcript into the MiraCosta application:

- ❖ **Browse** to the saved file, then
- ❖ **Upload** Unofficial Transcript into the application

