

How To Record Official Documents in Slate

Slate requires that transcripts or test scores are uploaded into the system, not simply recorded as being received. All official transcripts, test scores, or Letters of Recommendation (LORs) will now be available to view in Slate. If departments or Graduate Studies receives an official document, those should be uploaded into Slate. There is no longer a need to forward it on to Graduate Studies. (This also applies to unofficial documents applicants send to supplement their application, such as updated test scores or personal statements.)

Official versus Unofficial: Official transcripts come by mail or encrypted email directly from a university. Unofficial transcripts are those uploaded into the application or emailed to you by the applicant. *Rule of thumb – if the applicant has seen the transcript, it is usually considered unofficial.*

Instructions:

Use the Records tab or the Lookup Bar to search for the student in Slate.



Navigate to their application tab at the top.

Scroll down the page to the Materials section and click New Material.

See instructions below for recording transcripts, letters of recommendation (LORs), test scores, and language scores:

Transcripts:

1. For the Record option, scroll to the Schools section of the dropdown - choose the school.
2. Mark the Material as Transcript (Official), and then Upload Document.

Material	
Record	Winthrop University (Bachelor of Arts)
Material	Transcript (Official)
Source	<input checked="" type="radio"/> PDF / Document <input type="radio"/> Scanner
Upload Document	<input type="button" value="Choose File"/> No file chosen

3. Click Upload at the bottom to upload it into Slate.
4. A new pop up window will appear and you can enter a Memo. *Please include if a degree was conferred or not.*

Material	
Record	Bowling Green State University (Bachelor of Science)
Material	Transcript (Official)
Memo	BS Degree confirmed
Preview	Display

5. Do not forget to click **Save** at the bottom.

Letters of Recommendation (LORs):

1. For the Record option, scroll to the Recommendations section of the dropdown - choose the application.
2. Mark the Material as Letter of Recommendation.
3. Enter the recommender's name in the Memo section if desired.
4. Upload the document.

Material	
Record	Fall 2021: Art History and Museum Studies (MA)
Material	Letter of Recommendation
Memo	John Smith
Source	<input checked="" type="radio"/> PDF / Document <input type="radio"/> Scanner
Upload Document	<input type="button" value="Choose File"/> No file chosen

5. Do not forget to click Save at the bottom.

GRE or MCAT:

1. For the Record option, choose Folio (Folio means that the score will be applied to all applications, not just one.)
2. Mark the Material as Standardized Test Score Report (Official).
3. In the Memo indicate the type of exam.
4. Upload the document.

Material	
Record	Folio
Material	Standardized Test Score Report (Official)
Memo	MCAT verified
Upload Document	<input type="button" value="Choose File"/> No file chosen

5. Do not forget to click Save at the bottom

TOEFL or IELTS:

1. For the Record option, choose Folio.
2. Mark the Material as English Proficiency Report (Official).
3. In the Memo indicate the type of exam.
4. Upload the document.

Material	
Record	Folio
Material	English Proficiency Test Score Report (Official)
Memo	IELTS
Upload Document	<input type="button" value="Choose File"/> No file chosen

5. Do not forget to click Save at the bottom

If you need assistance, contact the School of Graduate Studies.

Phone: 216.368.4390

Email: gradadmit@case.edu