



Guidance for filling out the Self-Reported Transcript and Academic Record System (STARS)

What is STARS?

Some colleges and universities essentially ask that you, the applicant, help them to standardize the many different types of transcripts they receive each year by requiring you to manually enter into their system all the courses that you've taken/are enrolled in.

Do I need to complete STARS?

If any of the schools you are applying to are on [THIS LIST](#), then you will have to use STARS.

Getting started

- Navigate to the [STARS main landing page](#) and select "Create a STARS Account."
- Read the directions carefully, especially with regards to email address. **You should use the same email address for your STARS account as you used for your Common App account.** This will help ensure your STARS account is appropriately linked to your Common Application sent to each of these colleges.
- For your purposes, indicate you are completing the STARS as a "Undergraduate/First Year Applicant" (*not* a Transfer Applicant).
- Upon log-in, it will ask you to review account security. It's always a good idea to set up multi factor authentication and/or a recovering email address. You can do that upon login, or can ask that they remind you later.
- Your dashboard should look like this:

STARS RECORD Self-reported Transcript and Academic Record System (STARS) Welcome Joe! ▾

HOME ENTER SCHOOLS ENTER COURSEWORK ENTER EXAMS OR TEST SCORES UPLOAD DOCUMENTS REVIEW/SUBMIT

DASHBOARD Dashboard

Welcome to the Self-reported Transcript and Academic Record System (STARS)
Formerly known as SRAR/SSAR

You may link your STARS Record with any participating colleges and universities listed in the 'Add College/University' section below.

If you have any questions about completing a section of your STARS Record, please visit the [Support Center](#) for assistance

Student Type

I am completing the STARS as a:

- Undergraduate **Freshman/First Year** Applicant
- Undergraduate **Transfer** Applicant

- To review the most up-to-date list of schools requiring the STARS, select the drop-down arrow next to “Select School” and scroll. This is also where you’ll add schools specifically to your STARS account.

My Colleges and Universities

The colleges/universities listed below will receive your STARS Record once you have completed it according to their instructions. Once your status is listed as complete with a checkmark, please allow 1-3 days for the college or university to acknowledge receipt of the STARS Record (e.g. in their application portal).

Current STARS status: **Edit Mode** (Be sure to submit your STARS Record to allow colleges and universities access to it.)

Most recent STARS submission: Not currently submitted

Status	College/University Details	Remove
Your record is not currently linked to any colleges or universities.		

Add college/university
To add another college or university, select the school from the list provided below.

Select School --Select--

* Sent status date reflects the most recent transmission of your STARS Record to the specific college/university. While most colleges/universities receive the STARS Record within 1-2 days, some may have different weekend/holiday STARS receipt schedules, so it may take longer to appear as received in their application portal or status screen.

- Once you select a school from the list, you will then need to click on the “Add College” button to the right.

My Colleges and Universities

Add a college/university
To add a college or university, select the school from the list provided below.

Select School Clemson University [Add College](#)

The colleges/universities listed below will receive your STARS Record once you have completed it according to their instructions. Once your status is listed as complete with a checkmark, please allow 1-3 days for the college or university to acknowledge receipt of the STARS Record (e.g. in their application portal).

Current STARS status: **Edit Mode** (Be sure to submit your STARS Record to allow colleges and universities access to it.)

- The schools you add will – for the most part – compile in a list together.
- **HOWEVER!** You may run into a college or university that, when you try to add to your STARS list, gives you a message that it can only be linked through your applicant portal. These applicant portals are accessed **after you submit your applications**, so if you get this message (see below for example), make note that this school requires STARS and be sure to revisit after you’ve applied.

To link your STARS Record, log in to the **MyPennState portal** and click on the “**STARS Record**” button. After reading the instructions, click the “**Continue to Complete STARS Record**” button at the bottom of the page to successfully link your STARS Record.

Students applying through the **Common App** will **not** have access to the MyPennState “STARS Record” button until after they’ve submitted their Common App and **should not create a MyPennState account on their own. Penn State will create this account** for students and **any MyPennState account created by a student may result in a delay** in processing the application.

[Log in to your MyPennState Portal](#)

- If you add a school to your STARS list in error and/or change your mind about applying to that school later, you can simply press the red trash can “Remove” button next to that school in your STARS list. You will receive the following warning message:
- You can add new colleges and universities as you go; this is just to get you started. Once you’re ready to enter academic information into STARS, select “Begin” in the lower right-hand corner.




Entering your high school/s





You will be prompted to enter all high schools attended. If you attended any other high schools for your secondary education – that means if you transferred at any point in high school and/or if you studied abroad – you will need to enter those schools as well.

- Confirm your graduation date: Pingry graduates in June each year
 - Then, in the lower right-hand corner, select “Add School”
- A window within the browser will open. ***This shouldn’t cause issues with pop-up blockers, but if you don’t then see a “STARS: School Lookup” window, look for a blocked pop-up.*
- Search for Pingry using our CEEB Code which is **310315**. Pingry’s name and CEEB code will appear in the search bar; select Pingry School, and then press the blue “Search” button.”
 - You will see our school name and address; press “Select.”
 - You will be taken back to the Enter Schools page, with Pingry School added to your list of “High Schools/Colleges Attended”
- Enter your dates attended.
 - Enter your “From” date, which is a required field, as September and year of entry
 - Enter your “To” date, which is a required field, as June and year of graduation
- Select the button that says, “I plan to graduate/have graduated from this school.” • For Grade Scale, select “Letter Grades.”
- From the drop-down menu on the left-hand side that says, “Final grades are provided as” select “Full Year.”
- Once you have entered all this info, your screen should look like this:

High Schools/Colleges Attended

Pingry School

 Replace School
  Enter Courses
  Remove School

<p>Street Address: CEEB Code: 310315 131 Martinsville Rd Basking Ridge, NJ 07920</p> <p>Grade Scale: </p> <p> <input checked="" type="radio"/> Letter Grades <input type="radio"/> Number Grades <input type="radio"/> Letter & Number Grades <input type="radio"/> Decimal Grades </p> <p>Final grades are provided as: Full Year ▼</p>	<p>Dates of Attendance: (mm/yyyy) </p> <p>From: 09/2022 </p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 5px 0;"/> <p>To: 06/2026 </p> <p><input checked="" type="radio"/> I plan to graduate/have graduated from this school</p>
--	---

- Next, you should click on the “GPA and Class Rank” button.

GPA/Class Rank

- For **cumulative weighted GPA**, select the checkbox that says, “This school does not calculate or report weighted GPA.” Selecting this will zero out the answer above – do not be alarmed.
- For **cumulative unweighted GPA**, select the checkbox that says, “This school does not calculate or report weighted GPA.” Selecting this will zero out the answer above – do not be alarmed.
- Check the box at the bottom of the page that says, “This school does not provide rank information or I do not know it.”
- Select “Continue.”
- You will be taken back to the High School dashboard, at which point you should select, “School Counselor.”

School Counselor

- Enter your counselor’s name and email address. You do not need to include a phone number. Select “Continue” and you will return again to the High School dashboard. Now, the real fun begins. Select “Enter Coursework.”

Enter Coursework-Two Options for 9th-11th Grade Courses

OPTION ONE-Students can now upload their transcript into their STARS account to have all coursework populate in their account. **THE PINGRY CCO HIGHLY RECOMMENDS THAT YOU FOLLOW THIS STEP AS IT WILL SAVE YOU TIME ENTERING YOUR COURSES AND GRADES. PLEASE FOLLOW THESE STEPS TO UPLOAD YOUR TRANSCRIPT.**

- Obtain a copy of your transcript from your counselor or our registrar and save it to your computer.
- Under the Enter Coursework tab on STARS, you will see a STARS Easy Import Box. We recommend choosing Upload From Computer to reduce the risk of mistakes.
- On the next page, read about the process and click Continue.
- Click the High School Transcript button and then either drag and drop your transcript or browse for file to upload. Next, click Continue.
- On the next page, confirm the upload by clicking Continue
- Next, your transcript will upload. This step will take a few minutes. Once uploaded, you can check to see if the upload was successful and accurate for each grading period. If so, click the next tab to cycle through each period.
- On the Review page, check the two boxes to indicate that my school does not calculate an unweighted and weighted GPA. For Class Rank, scroll to the bottom of the drop down menu and choose NO RANK. Click Next Tab
- On the next page, you will be able to review your courses, course level, grades, and credits. Please check everything for accuracy twice against your transcript. **YOU WILL NEED TO CHANGE YOUR COURSE LEVEL FOR ALL CLASSES EXCEPT YOUR HONORS AND AP CLASSES. IF THE**

CLASS IS A POST AP CLASS, i.e. MATH 6, CHOOSE ADVANCED. FOR ALL OTHER CLASSES, CHOOSE COLLEGE PREP. YOU WILL NEED TO DO THIS FOR 9TH, 10TH, AND 11TH GRADE. YOU WILL ALSO NEED TO CHECK THE TERM FOR YOUR COURSES AND ADJUST TO SEMESTER OR TRIMESTER AS NEEDED. If you are unsure about the course level for a particular class, ask your college counselor.

- When finished, Click Import To STARS, check the box to acknowledge you have reviewed your coursework, then click Continue. Next click Submit Import.
- Once imported, you can scroll down to check your coursework for accuracy again. If you need to make changes, click on the green box for the appropriate year and then do the same for the appropriate class.
- You will have to manually enter your 12th grade classes. Follow the instructions below.
- [CLICK HERE](#) FOR A SHORT VIDEO ON THE EASY IMPORT FEATURE ON STARS.

OPTION TWO-You may also choose to manually enter your courses and grades. Follow these instructions to do this.

- At the top of the page, you can choose to enter coursework by Year or by Subject. **We recommend you select “Year.”**
- We recommend that you obtain a printed copy of your transcript from either your college counselor or Pingry’s registrar to use when entering courses on STARS.
- Scroll down to the “Enter or Edit Coursework” section. With your transcript in hand, click on the green edit symbol next to 9th grade and start typing!
 - *Note: Pingry does not include high school-level courses taken in middle school on our transcripts, so you will not enter middle school coursework.*
- For each year you are entering coursework, you will be asked to enter a GPA for the year. Check the box that states “I have not received an annual GPA for this academic year”
- Scroll down to the “Add Course” section. Start with the first course listed on your transcript, and work your way down.
- Choose the appropriate subject in the “Subject” drop down box
- Under the Generic Course Title Box, choose the title that most represents your class. You can also choose the “Other _____” choice in the drop down box. For our interdepartmental courses choose the following subject area and generic titles:
 - Freedom Honors-English/Other English
 - German Intellectual History and Philosophy Honors-World Language/German Language and Culture
 - Peer Leadership-Other/Other Subject Area
 - Yearbook-Other/Yearbook
 - Financial Literacy-Business/Financial Literacy/Personal Finance
- Under Course Name, you will enter the course **EXACTLY** as it appears on your transcript
- For Course Level, use Honors, AP (Advanced Placement), or Advanced for those courses. If a course is post-AP and not labeled Advanced, select “Advanced” in the drop down box. For all other courses choose “College Prep” in the drop down box. Please note that AP Music Theory would be labeled an AP course. Ask your counselor if you have any questions on the course level.
- For Course Length, choose **Full Year for 3 credit classes, Semester for 1.5 credit classes and Trimester for all 1 credit classes. For Pass/Fail classes choose Trimester.** Enter your grade as a letter grade and select Pass/Fail Pass for the Pass/Fail courses. For Semester and Trimester

classes, choose the appropriate semester/trimester the course was taken, the grade received, and the credits received (either 1.5 or 1). For the other semester/trimesters in that course, choose No Grade-Not In Progress and enter 0 in the credit box. In the example below, Gold Rush is a second semester course, hence no grade or credits for the First Semester.

[Add Course](#)

Subject Area	Generic Course Title	Course Name	Course Level	Course Length
English	ENGLISH LITERATURE	Gold Rush	College Prep	Semester
Grades				
First Semester	No Grade - Not In Progress	Clear	The first semester was <input type="checkbox"/> taken online <input type="checkbox"/> taken during the summer <input type="checkbox"/> a repeat/retake of a prior course	
	Credits/Units	0		
Second Semester	A	Clear	The second semester was <input type="checkbox"/> taken online <input type="checkbox"/> taken during the summer <input type="checkbox"/> a repeat/retake of a prior course	
	Credits/Units	1.5		

[Save Course](#)

MAKE SURE YOU ENTER YOUR SENIOR YEAR COURSES!!!!

- Enter the appropriate subject area. For the Generic Course Title, choose the title that most represents your class.
- For Course Title, enter the course exactly as it appears on your transcript.
- For Course Level, choose AP for AP classes, Honors for Honors classes, Advanced for post AP classes, i.e Math 6, and College Prep for all other classes.
- For course length, enter either full year, semester, or trimester
- Under Grades, select In Progress from the drop down menu. Enter the amount of credits for the class, either 3, 1.5, or 1. If this is a semester or trimester course, enter Not In Progress from the drop down menu and 0 for credits in the semester or trimesters you are NOT taking this class
- Enter all courses on your transcript for your senior year.

Enter Exams or Test Scores

- Only enter your test scores if you are applying to a school that requires test scores to be submitted through STARS. [CLICK HERE](#) for a list of schools that require submission through STARS:
- If you are entering scores, under Add New Exams or Test Scores, choose the appropriate test from the drop down box and enter the score(s) with the date taken.
- Please note that if you are applying to some schools with testing and others as test optional, you can choose the appropriate setting on your home page under My Colleges and Universities. Under the desired school, click on “Show Details for_____”, select “Test Optional Preferences” in the drop down box, and control the settings as desired.

Upload Documents-You will only use this feature if requested to by a college or university that you are applying to through your application portal.

Review/Submit: You will now see a summary page of your school and all the courses you’ve entered.

Review this carefully to ensure you've reported all your high school coursework, there are no typos, and everything looks right.

- **Finally**, you will provide your electronic signature by way of entering your login credentials. By signing, you certify you have accurately reported all your coursework and grades.
- If you catch errors and/or change your schedule, you can submit the STARS multiple times. However, you are doing your best to operate in good faith each time you submit this and any of your college application materials.
- You can also edit your STARS account after you submit. Click [HERE](#) for more information.
- After STARS submission, **YOU WILL NEED TO "LINK"** your STARS account to each school that requires it (see the message below, which you'll see on your STARS dashboard).
- You can only link STARS to college applications once you apply to each school and receive access to that college's applicant portal. Which is to say, the work isn't over yet! Keep this on your radar for once you submit to STARS-using colleges.
- FOLLOW THE INSTRUCTIONS ON THE PORTAL FOR EACH SCHOOL. MANY SCHOOLS WILL HAVE YOU LINK YOUR STARS ACCOUNT DIRECTLY THROUGH THE PORTAL.
- On your Dashboard under My Colleges and Universities, you can see if your STARS account is linked or not by clicking on "Show Details". A green check mark will mean STARS is linked and a yellow triangle will mean it is not.

The screenshot shows a dashboard interface for a college application. At the top, there are tabs for 'Status' and 'College/University Details', and a 'Remove' button. Below this, a section titled 'Applying: 2026' contains a card for 'Clemson University'. The card has a yellow warning triangle icon and the word 'Incomplete'. The card's content is as follows:

Current Status	
✓ Added to STARS	08/22/2025
⚠ Link Status	Your STARS Record has not yet been linked to your Clemson University application record. To link your STARS Record, visit the Clemson Applicant Portal after submitting your application and click on the 'STARS' link in your Application Checklist. Following STARS login (usually automatic), your STARS Record will be linked to your Clemson application.
⚠ Sent Status	You will need to link your STARS and your Clemson University application record together before your STARS can be sent.

Below the 'Current Status' section are two expandable sections: 'Specific Requirements for Clemson University' and 'Applicant Information', both with downward-pointing chevrons.

Final Thoughts

This process can be cumbersome and not always the most straightforward. Please visit your

college counselor if you have any questions and/or need assistance. The STARS Support Center is helpful and can be accessed by clicking [HERE](#). The University of Delaware, which requires STARS, has produced a step by step tutorial with videos that is also very helpful. Please click [HERE](#) to access UD's tutorial.