

EA College Counseling:

CREATING YOUR SELF-REPORTED TRANSCRIPT AND ACADEMIC RECORD (STARS)



Creating a [Self-Reported Transcript and Academic Record \(STARS\)](#) is crucial when applying to many universities. This document provides a step-by-step guide to creating an accurate and detailed STARS.

STARS schools include Clemson, NYU, Northeastern, PSU, University of Delaware, University of Pittsburgh, and University of Tennessee. These [colleges and universities](#) use STARS to collect comprehensive academic information directly from applicants, as it provides them with context needed to evaluate your application.

STEP-BY-STEP GUIDE

STEP 1: Gather Necessary Information

Before starting your STARS, gather all relevant academic information, including:

- Transcript:** Obtain a copy of your EA transcript that includes grades, courses, and credits earned.
- Course Catalog:** Refer to EA's curriculum guide when listing courses.
- Test Scores:** Gather information on standardized test scores (e.g., SAT, ACT) if required by the institution.
- GPA:** Report your unweighted GPA according to EA's 4.0 grading scale.

STEP 2: Create an account on the SSAR Platform

Use your EA email address.

STEP 3: Enter Personal Information

Provide accurate personal information, including your full name, date of birth, contact information, and high school(s) attended. Always double-check for any typos or errors before proceeding.

STEP 4: Academic History

Enter detailed information about your academic history, including:

- Grading Scale:** Specify the grading scale used by EA (Letter Grades).
- GPA:** Check the box that states, "This school does not calculate or report weighted GPA," and enter the unweighted GPA on your transcript.

Class Rank: Check the box that states, "This school does not calculate or report an unweighted class rank."

Courses: List courses taken during high school, including course names, grades received, and credits earned. Include both core subjects (e.g., English, math, science) and elective courses. From the dropdown menu, select the correct course level. For EA classes, select one of the following: College Prep, Honors, AP, or Pre-AP.

Test Scores: Report standardized test scores (SAT, ACT, AP) if submitting and/or required by the institution. Ensure accuracy by referencing official score reports.

PRO TIPS: ENTERING COURSES

Elective core courses: Enter these courses by their names (i.e., science, history, and English classes), not as "electives" or "other."

Semester vs. year long: For 9th-11th grades, appropriately choose "semester" or "year long" for coursework.

For 12th grade, choose "semester." This will allow you to later update your SSAR with mid-year grades.

Workshop & May Term: Workshop in 9th grade should be included. Categorize as "other." Because May Term is Pass/Fail and ¼ credit, it should NOT be included.

STEP 5: Review and Submit

Carefully review your STARS to ensure accuracy and completeness. Double-check all entered information. Make any necessary corrections or additions before submitting.



Please note: Completing the STARS is not your final step. You **MUST** send the STARS to each school to which you are applying.

STEP 6: Submit Official Transcripts

After submitting your STARS, EA will send official transcripts directly to all of the colleges or universities to which you are applying if you have completed a Transcript Request Form. Since not all institutions will accept official transcripts prior to matriculation, be confident you have properly transcribed your academic record when submitting your STARS.



Please note: Your application will not be complete unless an STARS is completed and submitted. Many universities require that this step be completed by the application deadline, so we strongly recommend submitting your application AND your STARS several days before the deadline.

ON THE NEXT PAGE:
Our top 10 tips - plus insider insights from college admission representatives!

TOP 10 TIPS

- 1 **Starting early can relieve stress.** Meet with an EA counselor for help creating your account and getting started in junior year. Remember, you can create and complete your STARS before submitting your Common Application. They are different platforms!
- 2 **Have your high school transcript(s) next to you when you complete!** Record every class (9th-12th) and grade as they appear on your transcript. This includes electives and courses that are currently in progress. Do not average grades. Enter the information exactly how it appears on your transcript (essentially copying and pasting), and in the semester during which the courses were taken.
- 3 **List ALL classes and grades**, even if they were failed or withdrawn.
- 4 Unless courses were taken for high school credit, **no need to include middle or junior high school courses** on the STARS. Do include any university courses taken over the summer.
- 5 **Don't rush!** Carve out about 45 minutes to complete. Most issues arise when students rush and accidentally forget to submit courses.
- 6 If you are unsure of any information or how to input it, please **see your EA counselor** before submitting.
- 7 Your application will **not be reviewed** until your STARS has been submitted to a specific school.
- 8 If you are applying to multiple schools that require the STARS, it is likely your STARS data will pre-populate. **Make sure to click "submit" on each STARS separately so the data reaches each school.**
- 9 If senior year classes change after submitting the STARS, **edit and resubmit** your STARS.
- 10 If a school asks you to complete the STARS, it is likely they will **not accept your high school transcript** instead of your STARS. Be accurate!

INSIDER INSIGHTS FROM UNIVERSITY REPS

Below are top submission tips from admission representatives at the following schools:

CLEMSON: Complete the STARS before the submission deadline. It typically takes up to 72 hours to link to your student portal. If your STARS misses the deadline, it could move your application back to the next decision review window.

Rising seniors: If you are applying within the first two weeks of the application opening, you won't be able to access the portal and STARS until Clemson gets the data feed from Common App. You will have to log back into their portal at a later date to complete the STARS. If students would like, they can upload a copy of their transcript to their portal for the counselors to reference.

PENN STATE: Start the STARS before the submission deadline. It can take 24 hours after you submit for the STARS to appear on your portal and another 24 hours for your STARS to upload to the system after you submit. If you make changes to your course schedule after submitting the STARS, you should email the admissions office to make them aware of the changes. Penn State will evaluate your application based only on the data you enter on your STARS, so be sure the information you submit is complete and accurate.

TEMPLE UNIVERSITY: Do: Read directions, take your time, ask for help if needed, and have someone read as you enter your grades. Double check your work.

Don't: Guess if you don't know, add decimals, convert number grades to letter grades and vice versa, or embellish. Temple will see your final transcript.

UNIVERSITY OF PITTSBURGH: For courses taken during the summer, list the course and associated grade in the preceding school year. For example, if you took a summer course between 9th and 10th grade, you will list the course and grade in your 9th grade year and select "taken during the summer."

If students attended more than one high school, they would add all high schools attended to the STARS and list coursework and associated grades within each high school. It will be helpful to have a transcript from each school attended when completing the STARS.

UNIVERSITY OF TENNESSEE: You don't have to be a senior to create an account. Juniors and even sophomores can create accounts and begin entering their coursework and grades. Why? Because now you have more time to do it accurately, immediately after taking the courses.

REACH OUT.

The EA College Counseling team is always here to help. If you have any questions along the way, please do not hesitate to reach out to your EA college counselor!