Berkeley Public Health
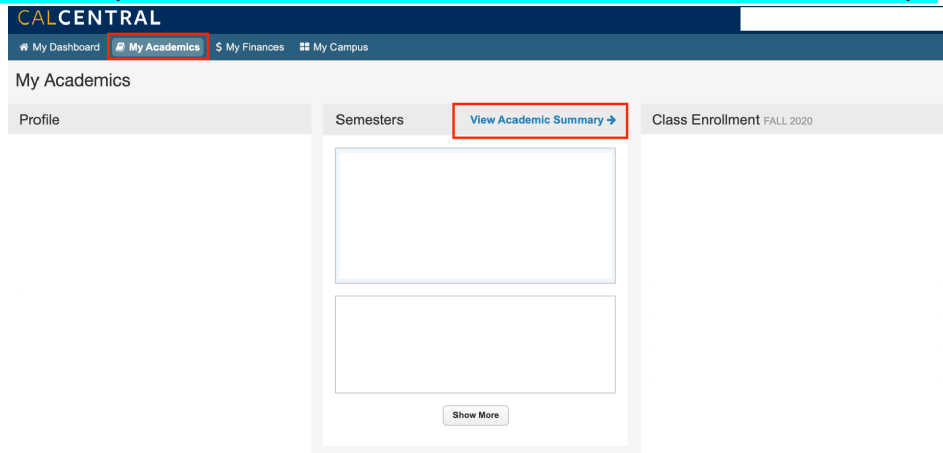
Application Help: Unofficial Transcripts & Merging Application Materials

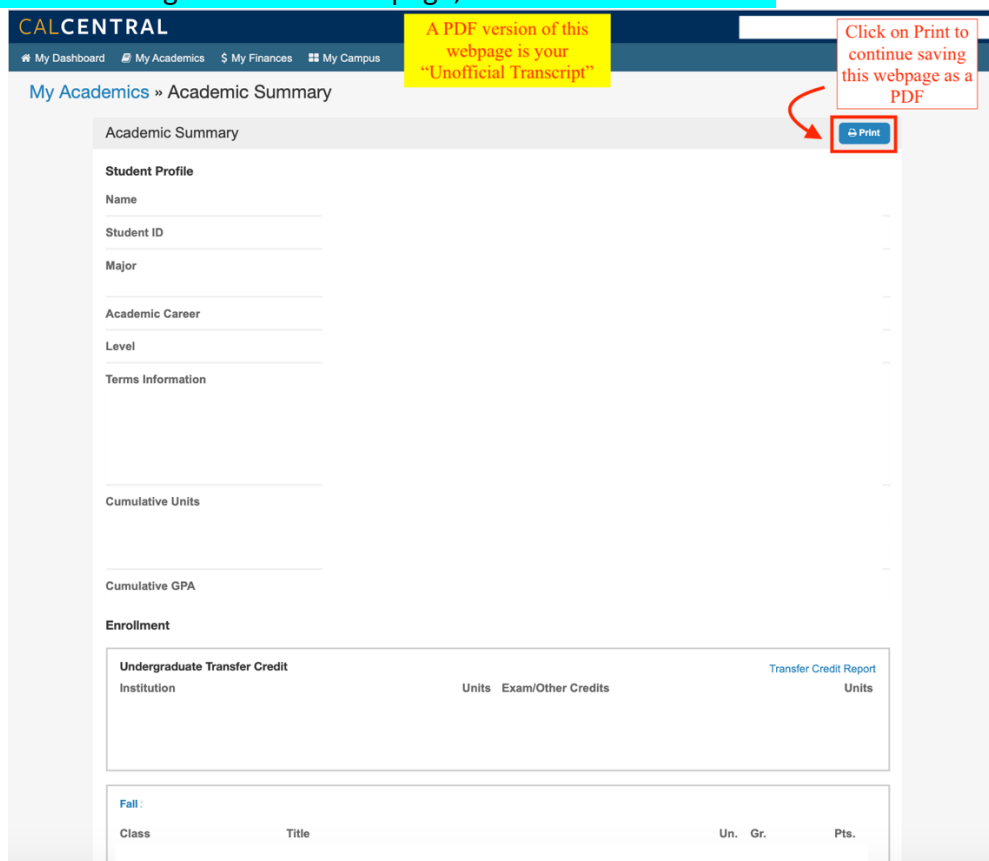**INSTRUCTIONS 1: Where can I get my UC Berkeley Unofficial transcript?**
Since 2017, the UC Berkeley unofficial Transcript is now Academic Summary.

To access a PDF version of your Academic Summary:

1. Go to My Academics on CalCentral, click on "View Academic Summary."

2. After arriving to the next webpage, click on the "Print" link.

3. The Print Link should open a PDF Print Preview. Click on "More settings" to view a drop down menu and click on "Open PDF in Preview"

4. The link should take you to a PDF version of your academic summary. Rename and Save the file for easy access. Your unofficial transcript is ready to be put into your application!
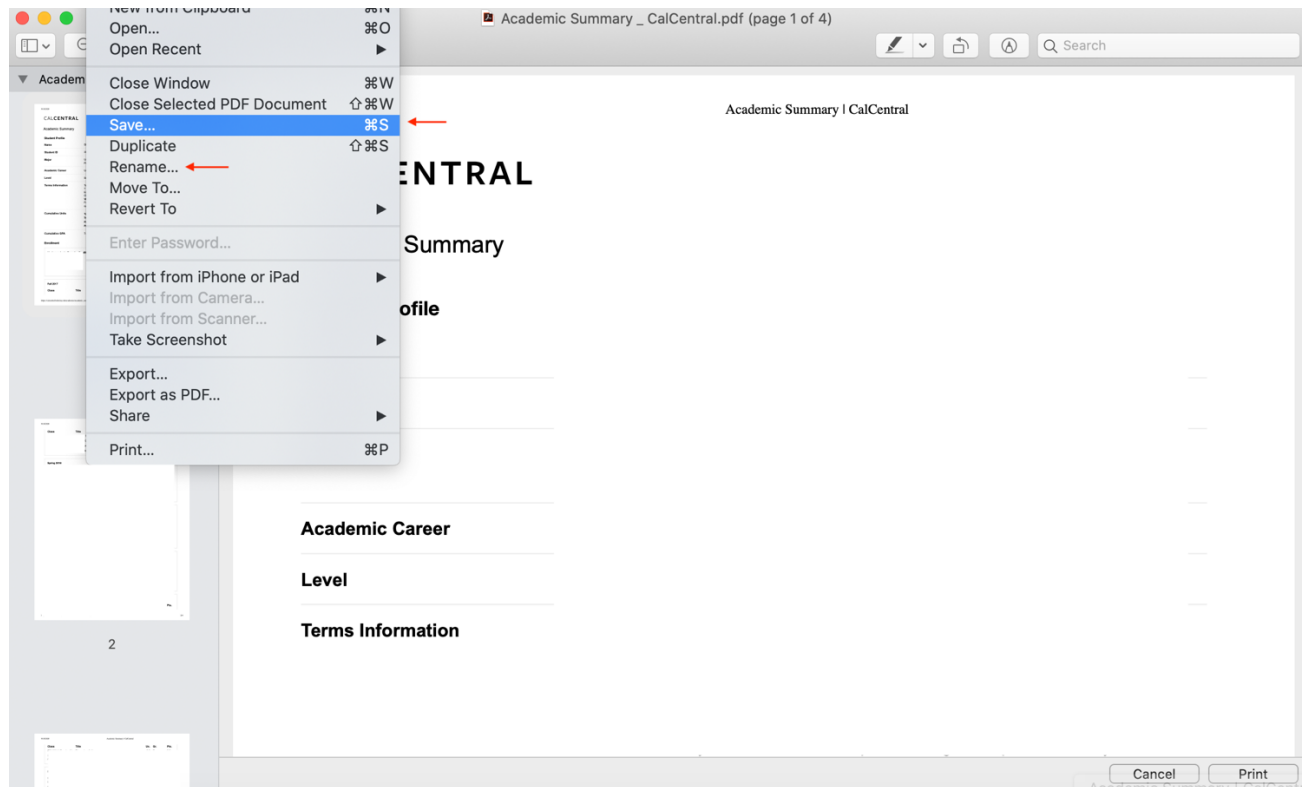
INSTRUCTIONS 2: How to merge Application Materials into one PDF:

1. Download Adobe Creative Cloud for their Adobe Acrobat (PDF reader). It's free for UC Berkeley students: download here. Click on the instructions that pertain to you and follow the step-by-step guide to receive free student access.

2. Once you have installed Adobe Creative Cloud, open the PDF of your unofficial transcript. Then, click on "Combine Files" in the tools tab OR on the right hand side. Both work.
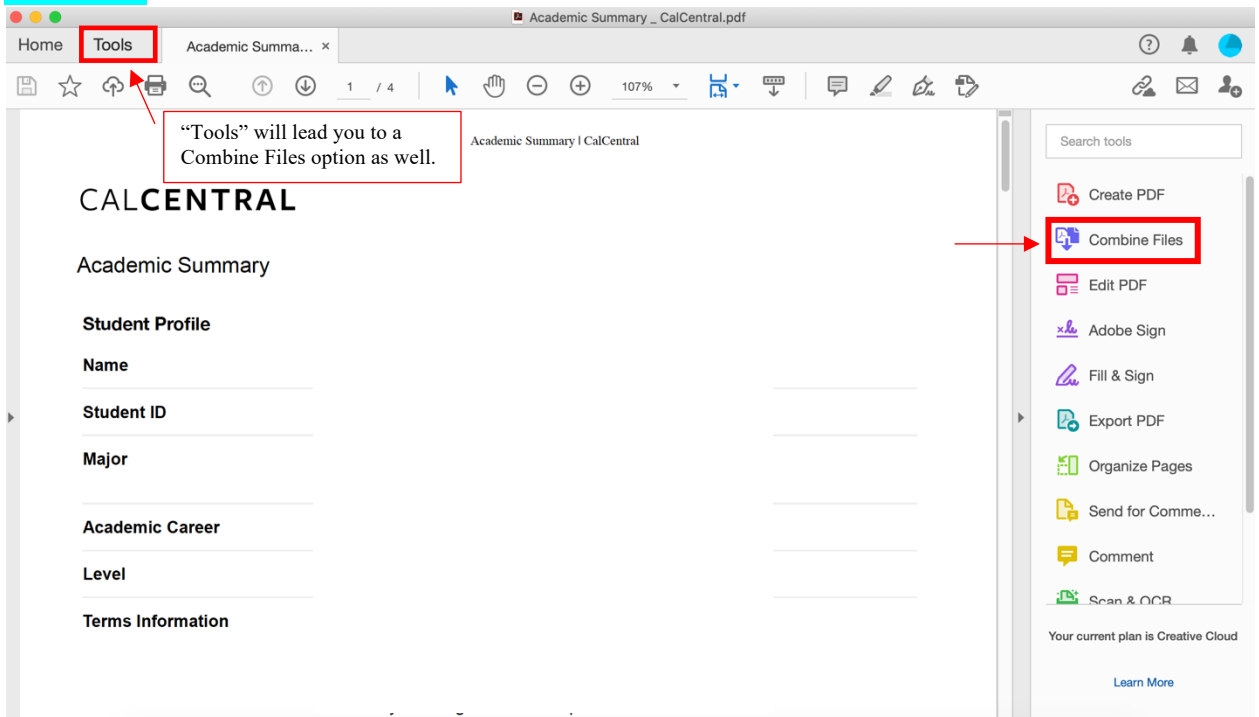
3. Click on the "Add Files" link and select your application materials files. You have the option of reordering your files by dragging the icons. Then click on "Combine"

Combine Files Add Files... ▾   Remove   Options   **Combine**

Acade...ntral.pdf   Person...story.pdf   PrerecInfo.pdf   Resume.pdf

Statem...ose.pdf   Additio...ripts.pdf
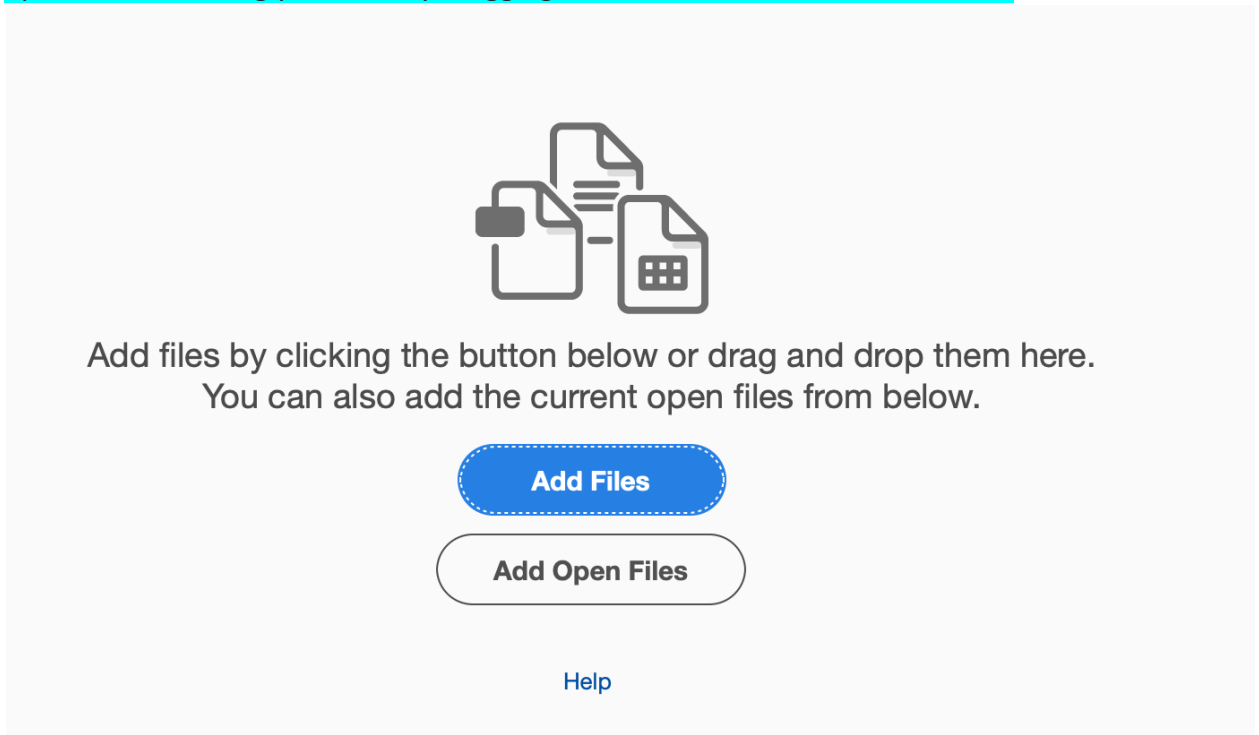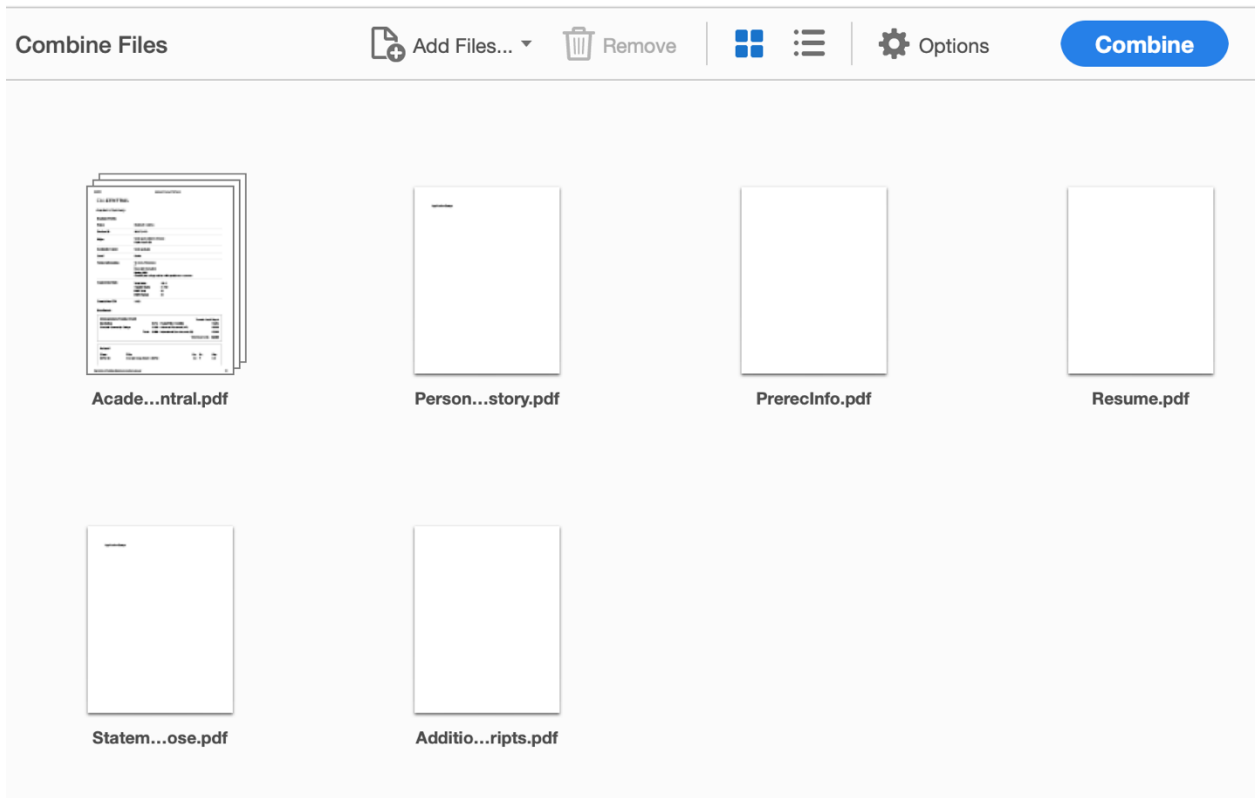
4. A new file should appear with all of your pdf application materials in order. Rename the file, save, and voila! You have a single PDF for your PH application.

Link for further instructions on merging PDFs:
https://helpx.adobe.com/acrobat/using/merging-files-single-pdf.html

Adobe Creative Cloud is provided by the University for students, faculty, and staff at the following link: https://software.berkeley.edu/adobe-creative-cloud