

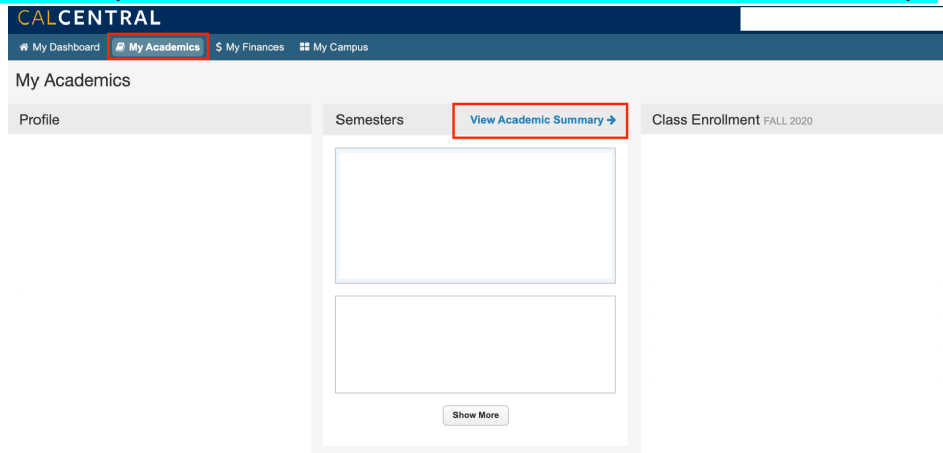
## Application Help: Unofficial Transcripts & Merging Application Materials

### INSTRUCTIONS 1: Where can I get my UC Berkeley Unofficial transcript?

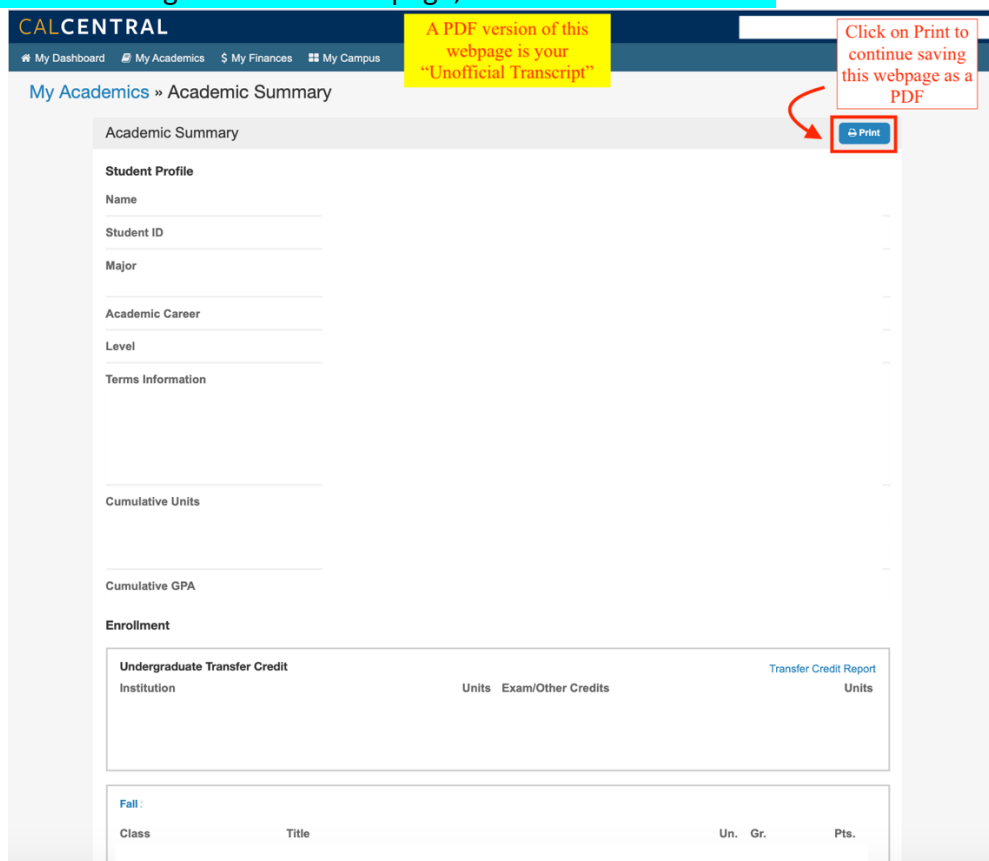
Since 2017, the UC Berkeley unofficial Transcript is now Academic Summary.

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”

9/18/2020 Academic Summary | CalCentral

**CALCENTRAL**

Academic Summary

**Student Profile**

Name \_\_\_\_\_

Student ID \_\_\_\_\_

Major \_\_\_\_\_

**Academic Career**

Level \_\_\_\_\_

**Terms Information**

\_\_\_\_\_

**Cumulative Units**

\_\_\_\_\_

**Cumulative GPA**

\_\_\_\_\_

**Enrollment**

Undergraduate Transfer Credit		Transfer Credit Report	
Institution	Units	Exam/Other Credits	Units

**Fall**

Class	Title	Un.	Gr.	Pts.

https://calcentral.berkeley.edu/academics/academic\_summary 1/4

**Print** 4 sheets of paper

Destination HP OfficeJet 4650 ser

Pages All

Copies 1

Layout Portrait

Color Color


**More settings** ← Click on “More settings”

Cancel Print

Two-sided ☐ Print on both sides

Options ☒ Headers and footers

☐ Background graphics

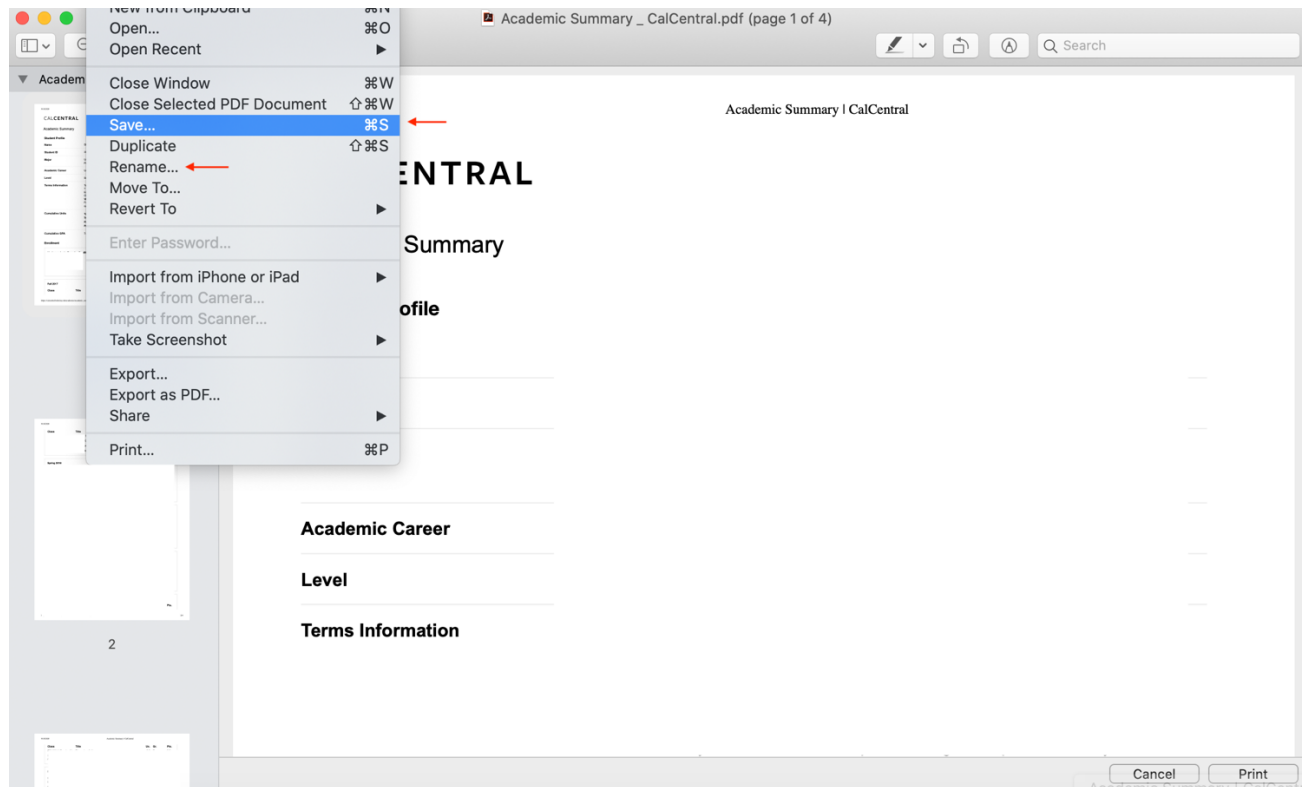
Print using system dialog... (⌘P) 

**Open PDF in Preview** 

Cancel

Print

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.

# Berkeley Software @ Berkeley

Software @ Berkeley   Software Catalog   Find Support   Getting Started Guides   About

Home » Adobe Creative Cloud

## Adobe Creative Cloud

Adobe Creative Cloud is a collection of desktop and mobile applications and services used for designing print and online media assets, video editing, web development, photography, and more. Adobe Creative Cloud includes a full range of options, from classic essentials like Photoshop and Illustrator, to next gen tools like Adobe XD CC, Portfolio, Spark, Behance, and more.

### Download Adobe Creative Cloud

Creative Cloud is available for students, faculty, and staff, to use on both personal and university-owned devices.

**Mac download instructions**

- [Personally-owned/non-managed devices \(Mac\)](#)
- [University-owned/managed machines \(Mac\)](#)

**Windows download instructions**

- [Personally-owned/non-managed devices \(Windows\)](#)
- [University-owned/managed machines \(Windows\)](#)

**Shared Device License Information**

- [How do I license Adobe software for shared devices?](#)

### Get Support

- Search [Adobe Help](#)
- Search [Knowledge Base](#)
- [Request support](#)
- Check [Adobe System Status](#)
- [software@berkeley.edu](mailto:software@berkeley.edu)
- ITCs: 510.664.9000, Option 1

### Eligibility

- Students\*
- Staff
- Faculty

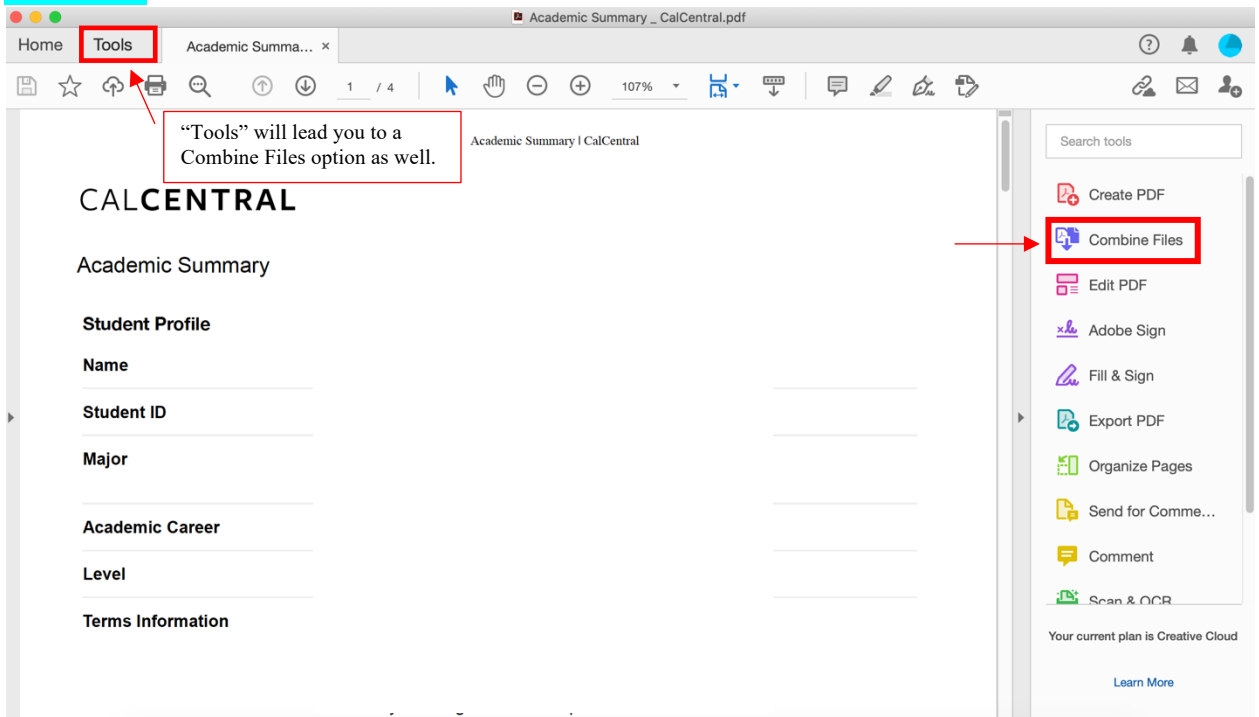
\*Registration must be fully completed before Adobe software can be downloaded. Monitor progress at [CalCentral](#). UC Extension Students are not eligible.

### Data Security

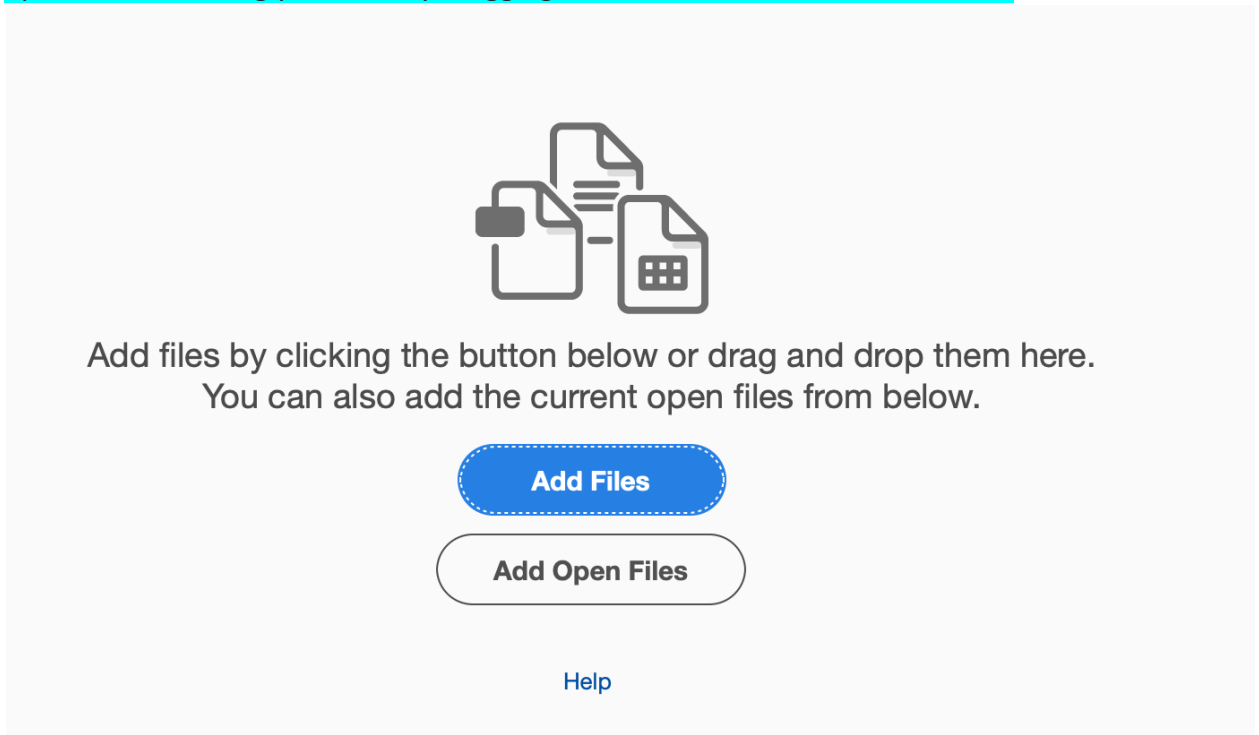
Adobe Creative Cloud Storage is not suitable for any institutional data classified as sensitive or "critical", including certain personally identifiable human subject data. Any data stored here should

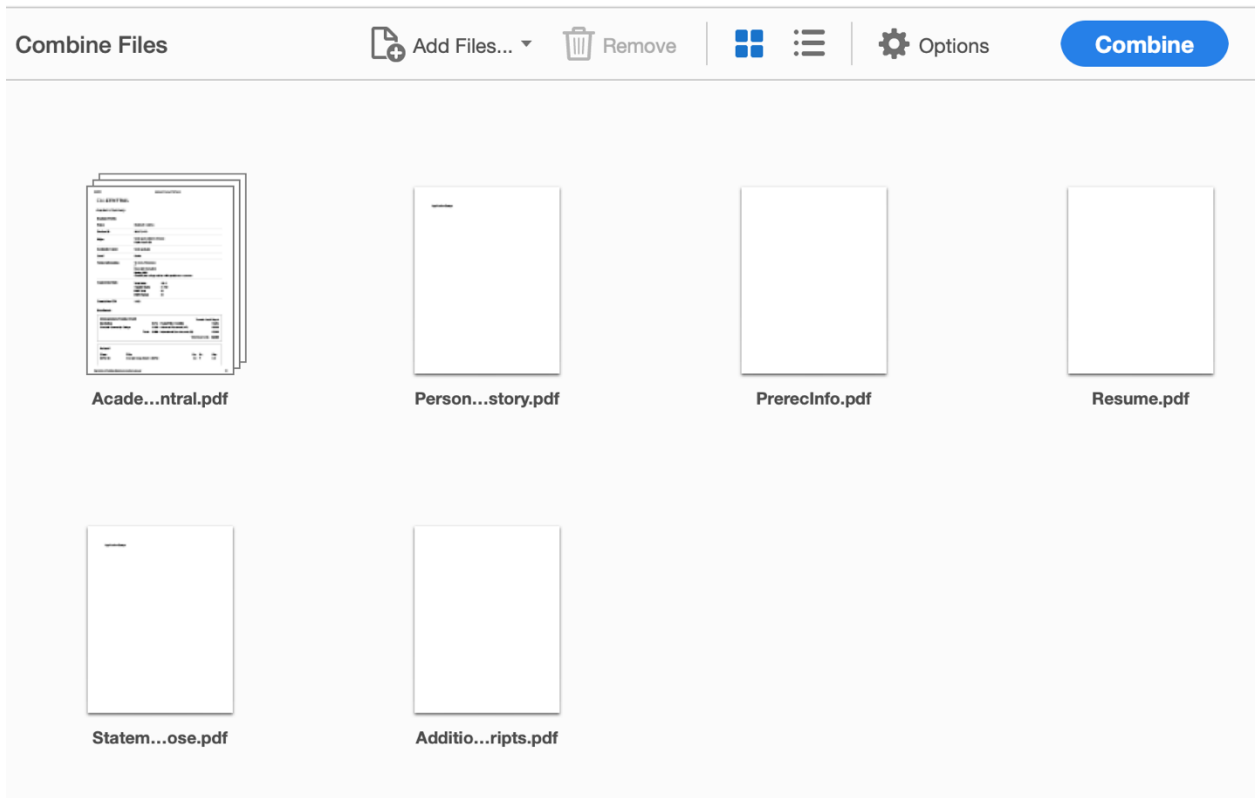
Click on the instructions for the device that pertains to you. This link will provide a step-by-step guide on downloading Adobe as a Cal student.

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”





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>