

Before You Get Started

it is important you have your unofficial transcript from your high school handy when filling out the SSAR. You will need to fill it out exactly as it is seen on your transcript for accuracy.

1. Visit the SSAR website

Go to [USF's SSAR information page](#) to access USF's SSAR portal.

2. If new to the SSAR, click “Create a SSAR Account”

On this page, click “Agree and Continue.” Then, fill out your personal information to create your account.

3. Log in to the SSAR portal

Once you've created your account, you'll be taken to a log in page. Use your email address and password to access the portal.

4. Ensure the “University of South Florida” is selected

You can add any additional universities or colleges who also utilize SSAR. Once selected, click the “Begin” button.

5. Enter your high school and graduation year

Confirm your graduation month and year. Click “Enter School” and select your country/state to search for your high school in the database. Note that you will need to include any high schools you've attended, including the one you plan to graduate from.

6. Indicate the grade scale your high school uses to report grades

On the next page, indicate the grade scale that your high school uses to report grades. For example, if your high school uses the A, B, C, etc. scale, select “Letter Grades”. If your school uses numbers, i.e., a 94 represents an A, choose “Number Grades”. Finally, “Decimal Grades” refers to the system where an A is represented by a 4.0, etc. If you have access to both your Number and Letter Grades, you can select this option, as well.

7. Add your dates of attendance

Enter the month and year of when you started at this school, as well as when you graduated or intend to graduate.

8. Select the way your high school provides final grades

The most common options are “Full Year” and “Semester.” There are also additional options to choose from. If you are unsure, please inquire with your high school.

9. Choose how you'd like to enter your coursework

Using the dropdown menu, choose whether you would like to enter your coursework by year or by subject.

10. Enter your GPA and class rank

You will have the option to enter in both your weighted and unweighted GPA. If your school does not report one of these, you can check the box that indicates this. If you have access to your class rank, you may also enter that information here. However, if your school does not provide this information, you may select “This school does not provide rank information or I do not know it.” You can also indicate if you are home schooled and do not have a class rank.

11. Indicate courses taken using “Quick-Start Course Entry” option

Place a checkbox next to each course you've taken at your selected school. Enter when you took the course, course level, length and grade for the courses you've selected. When finished, click the “Save Courses” button at the bottom of the screen. You'll be returned to the main course entry screen to continue entering and editing your coursework.

12. Enter any remaining coursework by subject or by year

Select the subject area, course title, exact course name, level, length and final grade for each course you are entering. You must click the “Save Course” button at the bottom of the page after you've entered each course to ensure your progress is saved. Continue through each subject or year until you've entered all of your coursework. Then, click the “Back to Summary” button to return to the main screen.

If you have taken any courses you are unsure how to enter, like classes listed as “Gifted” on your transcript, make sure you contact your high school counselor for help to ensure you submit the courses accurately.

13. Review your progress and submit your coursework

Upon clicking the “Review/Submit” button at the bottom of the page, you'll be asked to review all of the information you entered. Before submitting, be sure that you have done the following:

- Included senior-year coursework.
- Entered all courses, course-level, course length and grades exactly as they appear on your unofficial transcript or student portal. For example, do not list a course as 'honors' unless the course is marked as honors on your unofficial transcript.
- Did not average, recalculate or add any weight to grades.
- Reviewed your entries for accuracy. If you are unsure about any entries, contact your high school counselor for clarity before submitting.

14. Enter your electronic signature

Using your SSAR email address and password, electronically sign to indicate that this academic record is complete, factually accurate and honestly prepared. Once you've signed, click the “Submit” button.

Need help? Contact USF's Office of Admissions

Email: admissions@usf.edu

Phone: 813-974-3350

Website: admissions.usf.edu/SSAR