

Instructions on Adding an International High School to SRAR

Please note you must include your high school name in order for us to accept your Self-Academic Reported Records (SRAR). If you are not able to find your school in the drop-down list provided by the online application, please put in 000004 for “My School is Not Listed” option, and/or put in code 009900 for “Unknown College-Univ” option. After you log into the SRAR, you will have the chance to add your school name to your records. Below is a step-by-step instruction on adding your high school to the SRAR.

1. Under the ‘Application’ tab/ ‘Education History’ page, click on the ‘Add School’ button.

University of Pittsburgh

APPLICATION FOR ADMISSION

Home > Profile > **Application** > Short Answer Questions > Academic Record > Review/Submit

Educational History

Fields marked with "*" are required.

High School Information

Name	City	State	From	To	
Edit	School Not Listed-International		09/2015	06/2019	Remove

List the high schools you have attended (and/or plan on continuing to attend). Please start with the schools most recently attended.

If you are home schooled, [click here](#).
If you completed a GED, [click here](#).

Add School

College Information

List all colleges and universities attended including the University of Pittsburgh, if previously attended.

Name	State	From	To	Credits Attempted	Credits Earned	GPA
No records to display.						

If you are offered admission and plan to attend Pitt, you will be required to send the University an official transcript of your classes in order to have them reviewed for possible transfer credit.

Add College

APPLYING INFORMATION

- ENROLLMENT INFORMATION
- EDUCATIONAL HISTORY**
- COLLEGE COURSEWORK
- TEST DATES
- ADDITIONAL INFORMATION

2. When you are in on the ‘High School Information’ page, type in the code 000004, wait for the “My School is Not Listed” option to pop up in the drop-down list, and click on that option. **Don’t forget** to also put in your high school start date and end date on this page.

Educational History

Fields marked with "*" are required.

High School Information

Name	City	State	From	To	
Edit	School Not Listed-International		09/2015	06/2019	Remove

List the high schools you have attended (and/or plan on continuing to attend). Please start with the schools most recently attended.

If you are home schooled, [click here](#).
If you completed a GED, [click here](#).

☐ Check here to enter international school.

Select State:

Enter School Name/CEEB:

Start Date:(mm/yyyy) *

End Date:(mm/yyyy) *

Cancel **Submit**

APPLYING INFORMATION

- ENROLLMENT INFORMATION
- EDUCATIONAL HISTORY**
- COLLEGE COURSEWORK
- TEST DATES
- ADDITIONAL INFORMATION

3. When you are in the Self-Reported Academic Records (SRAR) account, under the ‘Enter High Schools/Colleges’ tab, click on the ‘Change School’ icon.

Enter High Schools/Colleges

Enter the school(s) you have attended.

High School/Secondary School Graduation Year

Confirm your High School/Secondary School Graduation Month/Year

June 2019

High Schools/Colleges Attended

School Not Listed-International

Street Address:
CEEB Code: 000004

Dates of Attendance: (mm/yyyy)

From: 09/2015

To: 06/2019

Grade Scale:

- ☐ Letter Grades
- ☐ Number Grades
- ☒ Letters & Numbers
- ☐ Other (includes decimals)

Education System / Curriculum:

- After clicking on the 'Change School' icon, you will see a 'SRAR: School Lookup' window. Put in your country, and your high school name, then click on 'Search'

SRAR: School Lookup

Cancel

Enter part of your school name to search. For example, if your school is Susan E. Wagner High School, you can enter 'Wagner'. You can also enter the College Board CEEB code if you know it. If your school name does not appear, use the search option to display a list of schools.

If you are home educated, [click here](#).

Country: China

School Name or CEEB Code: MaoTanchang Middle School of Anhui Lu'an

Search

Cancel

- The following window will pop up showing whether your school was found in the database. Check the 'My high school is not on the list below' option. This will take you to the next window where you can put in your high school information.

SRAR: School Lookup

Cancel

Enter part of your school name to search. For example, if your school is Susan E. Wagner High School, you can enter 'Wagner'. You can also enter the College Board CEEB code if you know it. If your school name does not appear, use the search option to display a list of schools.

If you are home educated, [click here](#).

Please select the school which you have attended from the list presented.

☒ My high school is not on the list below.

☐ My college/university is not on the list below.

School Name	School Address	Options
There are no schools matching the selected criteria.		

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Country: China

School Name or CEEB Code: MaoTanchang Middle School of Anhui Lu'an

6. In this window, fill out your high school information as detailed and accurate as possible. Click on the 'Add School' button.

SRAR: School Lookup
Please select the school which you have attended from the list presented.

☒ My high school is not on the list below.
☐ My college/university is not on the list below.

Enter your school information in the space provided below.

School Name: MaoTanchang Middle School of Anhui Lu'an

School Address: No.1 Xuefu Road, MaoTanchang

City: Liu'An

State/Province: Anhui

Postal Code:

Country: CHINA

Add School **Cancel**

7. Now your high school information is added to your SRAR. Please make sure to select the appropriate Education System/Curriculum that applies to your school. If you cannot find your education system/curriculum type in the dropdown list, please choose 'Other'.

Enter High Schools/Colleges

Enter the school(s) you have attended.

High School/Secondary School Graduation Year

Confirm your High School/Secondary School Graduation Month/Year

June

2019

High Schools/Colleges Attended

MaoTanchang Middle School Of Anhui Lu'An

Street Address:
CEEB Code: I28528
No.1 Xuefu Road, Maotanchang
Liu'An, Anhui

Grade Scale:
☐ Letter Grades
☐ Number Grades
☒ Letters & Numbers
☐ Other (includes decimals)

Dates of Attendance: (mm/yyyy)

From: 09/2015

To: 06/2019

Education System / Curriculum:
Chinese Upper Middle School Graduation Certifi...