



Official Transcript Definition

Definition

An official transcript is one that has been received from a secure authenticated designated party or the issuing institution. It must bear an institutional validation (such as seal, logo, or watermark), date, and appropriate signature. Transcripts received that do not meet these requirements should not be considered official.

Endorsement

This definition of an Official Transcript was endorsed by the Michigan Association of Collegiate Registrars and Admissions Officers on November 5, 1987. Revised on January 16, 2015.

Authentication

Issuing institutions consider the following to be significant criteria that authenticate a transcript:

- Was the document received directly from the Registrar's Office?
 - If mailed was it in a sealed institutional envelope?
 - If faxed was it accompanied by all requirements of the faxed agreement?
 - If electronic was it encrypted in an acceptable format?
- Is there a registrar's signature, date of issue and institutional validation?
- Is the format of the transcript consistent with others received from the same institution?

The Burden of Acceptance

The definition also recognizes that the burden of acceptance lies with the recipient; it is the recipient who ultimately determines whether the document is "official."

Information Contained on an Official Transcript

A transcript contains all essential academic data such as: dates of attendance, courses taken, grades and credits awarded, degrees received. It may also contain information related to the student's current status at the institution.

If you have questions

Contact the Registrar's Office of the issuing institution to verify details contained in the transcript.

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