



**STATE OF MICHIGAN
CIVIL SERVICE COMMISSION**

Official Transcripts

An official transcript may be required to demonstrate eligibility for some positions in the State of Michigan's classified service. It must bear the applicant's name, college, or university certification (e.g., seal, logo, watermark, or letterhead), date and name of the conferred degree and registrar's signature. Transcripts that do not meet these requirements are considered unofficial.

A transcript described above that contains the stamp "Issued to Student" is also an official transcript. This simply notes that the transcript was mailed or given directly to you.

An unofficial transcript is an internet copy printed from a school web account, a transcript stamped with "Student Copy," or a transcript labeled as "Unofficial."

To order a copy of an official transcript, you must follow the procedures implemented by your school. In addition to printed copies, colleges and universities are now emailing transcripts in an electronic format. These are valid official transcripts because they have been digitally signed and certified by the school.

Applicants who possess foreign degrees must have their academic credentials evaluated or converted into U.S. equivalents unless the degree has been accepted by an accredited degree granting institution. Acceptable evaluating organizations are listed on the [National Association of Credential Evaluation Services](#) or the [Association of International Credential Evaluators, Inc.](#)

When attaching transcripts, click the **Attachments** section to add your transcript. The following file extensions are acceptable: pdf, doc, docx, txt, or rft. When attaching transcripts, please name the school for each transcript attached.

It is not necessary to have the school mail or email your transcript directly to a state agency unless a "Sealed Transcript" is specifically requested. Unsolicited transcripts mailed or emailed directly to hiring agencies without an application will not be accepted.

An example of an official transcript is below:

COLUMBUS UNIVERSITY

cu
COLUMBUS UNIVERSITY

Columbus University

P.O. Box 879 * Payette, MS 39466-0879
TEL: (888) 222-3879

OFFICIAL STUDENT TRANSCRIPT

Name John Doe	Sex Male	Date of Birth 1/1/1900	Social Security Number 000000000	Student Number 45590
Address 123 Main Street				
City Anytown	State NY	Zip 12345	Country USA	Accepted From
Degree Bachelor Degree Program			Major Business Administration	Graduation Date
Equivalency Credits				
Course #	Course Title	Credit	Quality Points	Grade
BADM 101	Principles of Marketing	6	24	A
BADM 201	Business Law	6	12	C
CST 101	Computer I: Word	6	18	B+
ACCT 101	Principles of Accounting I	6	18	B-
ECON 101	Principles of Economics	6	24	A
FINS 101	Principles of Finance	6	24	A
BADM 301	Leadership in Organizations	6	24	A
BADM 401	Strategic Business Planning	6	18	B
MA111 10	Business Math and Statistics	6	18	B
BS 400	Business Fund	12	36	B+
BMGT 301	Business Management	6	-	T
		72	216	
Grade Point Average: 3.27				
Total Credits: 132				

NOTE: The transcript is printed on security paper and features the school's seal.

Here is the official signature

Wednesday, April 20, 2000
Page 1 of 1

MEET DESIGNATED BELOW, SIGNED

Dawn G. Simon
Dawn G. Simon,
Columbus Board of Trustees

AN OFFICIAL SIGNATURE IS REQUIRED WITH A BLUE BACKGROUND
REFRESH MEET DESIGNATED BELOW, SIGNED

This officially signed and signed transcript is a valuable document. It is the property of Columbus University and is to be returned to the university after it has been reviewed. It is not to be reproduced or resold. It is to be handled with care and respect. A photocopy of this transcript is not acceptable.