



# 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**  
P.O. Box 879 • Piquette, MI 39466-0879  
TEL: (888) 222-3879

**OFFICIAL STUDENT TRANSCRIPT**

Name	Sex	Date of Birth	Social Security Number	Student Number
John Doe	Male	1/1/1990	000000000	45500

Address: 123 Main Street  
City: Anytown, NY 12345, Country: USA, Accepted From: [Blank]  
Degree: Bachelor Degree Program, Major: Business Administration, Graduation Date: [Blank]

Course #	Course Title	Credit	Quality	Points	Grade
BMK 101	Principles of Marketing	6	24	A	A
BADM 201	Business Law	6	12	C	C
CS 101	Computer I: Basics	6	18	B	B
ACCT 101	Principles of Accounting I	6	18	B	B
ECN 101	Principles of Economics	6	24	A	A
FIN 101	Principles of Finance	6	24	A	A
BADM 301	Introduction to Organizational Behavior	6	24	A	A
BADM 401	Introduction to Statistics	6	18	B	B
STAT 110	Business Math and Statistics	6	18	B	B
HS 101	Health's Fund	12	36	B	B
BMGT 101	Business Management	6	-	T	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.**

Grade	Equivalent	Points
A	Excellent	4
B	Good	3
C	Average	2
D	Pass	1
F	Failed	0
W	Withdrawal	0
T	Transferred	-

Here is the official signature  
Wednesday, April 26, 2009  
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*David G. [Signature]*  
David G. [Name]  
Registrar, Board of Trustees

OFFICIAL ACADEMIC TRANSCRIPT