

## State of Michigan (SOM) Definition of an Official Transcript:

An official transcript is one issued to students for a nominal fee. In order to obtain this hard copy, the student must submit a written and signed request to the institution. In most cases, transcripts will not be released until all financial obligations to the institution have been met.

The transcript must bear an institutional validation (such as a seal, logo, or letterhead), date, and signature of the registrar. Any transcripts that do not meet these requirements should not be considered official.

This copy may also have "Issued to Student" stamped on the front, as a note for other businesses or organizations.

## Instructions for Submitting an Official Transcript:

Once the transcript is in your possession, you must scan the document onto a computer and attach the electronic version to your application in NEOGOV. When building your applicant profile, click **Add Attachment(s)** to add your transcripts or other necessary documents as attachments to your application. (NOTE: The documents must have one of the following file extensions: pdf, doc, docx, txt or rft).

**DO NOT** have your school/institution mail a copy of your transcript directly to a State of Michigan hiring agency. Transcripts sent by mail to the State of Michigan hiring agency will not be accepted.

Below is an example of an official transcript:

**Columbus University**  
P.O. Box 879 • Cayuga, NY 13946-0879  
TEL: (888) 222-3879

**OFFICIAL STUDENT TRANSCRIPT**

Name: John Doe Sex: Male Date of Birth: 1/1/1990 Social Security Number: 00-00-0000 Student Number: 45590

Address: 123 Main Street

City: Anytown State: NY Zip: 12345 Country: USA Accepted From:

Degree: Bachelor Degree Program Major: BBA Business Administration Graduation Date:

Equivalency Credits: 60

Course #	Course Title	Credit	Quality Points	Grade
BMK 101	Principles of Marketing	6	24	A
BADM 201	Business Law	6	12	C
CSC 101	Computer Literacy	6	18	B
ACCT 101	Principles of Accounting I	6	18	B
ECN 101	Principles of Economics	6	24	A
FIN 101	Principles of Finance	6	24	A
BADM 301	International Organizational	6	24	A
BADM 101	Principles of Business	6	18	B
MATH 110	Business Math 2nd Semester	6	18	B
BSM 101	Business Fund	12	36	B
BMAN 101	Business Management	6	-	T
		72	316	

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	4
B	3
C	2
D	1
F	0
I	0
W	0
T	0

Here is the official signature

Wednesday, April 26, 2000  
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*Darin Cost Simon*  
Darin Cost Simon  
Registrar, Board of Trustees

OFFICIAL ACADEMIC TRANSCRIPT