



STATE OF MICHIGAN CIVIL SERVICE COMMISSION

Official Transcripts

An official transcript is required for employment with the State of Michigan classified service and Civil Service examinations. It must bear the college or university certification (e.g. seal, logo, watermark, and/or letterhead), Registrar's signature, and date. Transcripts that do not meet these requirements will be considered unofficial.

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

An unofficial transcript is an internet copy printed from your college/university web account, a transcript stamped with "Student Copy," or a transcript that is labeled as "Unofficial."

To order a copy of an official transcript, you must follow the procedures implemented by your college/university. 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 college/university.

Upon receipt of the official transcript, printed or electronic, you must save and attach it to your electronic NEOGOV application with one of the following file extensions: pdf, doc, docx, txt, or rft. When building your Applicant Profile in the NEOGOV application, click the **Attachments** section to add your transcript(s). When attaching transcripts, please name the college/university for each transcript attached.

It is not necessary to have the college/university mail your transcript or email an electronic transcript directly to a state department unless a "Sealed Transcript" is requested by a specific person in a state department. Unsolicited transcripts mailed or emailed directly to a hiring agency without an application will not be accepted.

Below is an example of an official transcript.

COLUMBUS UNIVERSITY

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COLUMBUS UNIVERSITY

Columbus University
P.O. Box 879 • Piquette, MI 49460-0879
TEL: (888) 222-3879

OFFICIAL STUDENT TRANSCRIPT

Name	Sex	Date of Birth	Social Security Number	Student Number
John Doe	Male	11/19/90	00000000	45500

Address
123 Main Street

City	State	Zip	Country	Accepted From
Arlington	NY	12345	USA	

Degree	Major	Graduation Date
Bachelor Degree Program	BBA Business Administration	

Course #	Course Title	Credit	Quality Points	Grade
BUSK 101	Principles of Marketing	6	24	A
BADM 201	Business Law	6	12	C
CNCE 101	Corporate Finance	6	18	B
ACCT 101	Principles of Accounting	6	18	B
BCON 101	Principles of Economics	6	24	A
FIN 101	Principles of Finance	6	24	A
BADM 301	Practical Management Organization	6	24	A
BADM 101	Introduction to Business	6	18	B
MATH 110	Business Math and Statistics	6	18	B
HS 400	Healthcare Fundamentals	12	36	B
BADM 101	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.

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. Simon
David G. Simon
Chairman, Board of Trustees

OFFICIAL ACADEMIC TRANSCRIPT

OFFICIAL NOTICE AND AUTHENTICITY CONFIRMATION ON REVERSE