



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 college or university certification (e.g., seal, logo, watermark, or letterhead), registrar's signature, and date. 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.

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

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COLUMBUS UNIVERSITY

Columbus University
P.O. Box 879 • Troy, MI 48066-0879
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: BBA Business Administration Graduation Date:

Course #	Course Title	Credit	Quality Points	Grade
BADM 101	Principles of Marketing	6	24	A
BADM 201	Business Law	6	12	C
ESCI 101	Corporate Law	6	18	B
ACCT 101	Principles of Accounting	6	18	B
ECON 101	Principles of Economics	6	24	A
FIN 101	Principles of Finance	6	24	A
BADM 301	International Organizational	6	24	A
BADM 401	International Business	6	18	B
MATH 110	Business Math and Statistics	6	18	B
HS 400	Healthcare Fundamentals	12	36	B
HS 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
X	Transferred	0

Here is the official signature

Wednesday, April 26, 2000
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OFFICIAL ACADEMIC TRANSCRIPT

Doris Luk Simon
Columbus University Registrar

OFFICIAL NOTICE AND AUTHENTICITY CONFIRMATION ON REVERSE