

OFFICIAL TRANSCRIPT

Document Type:

Official Transcript Definition: An official transcript is one that has been received by a Grand Valley State University employee directly from the institution of record or by a secured/authorized third party organization.

1. Paper transcripts should be received in an unopened, sealed envelope. It must bear an institutional validation (such as seal, logo, or watermark), date and appropriate signature. The transcript must note the individual's name, type of degree, and date of completion.
2. Electronic transcripts are considered official if delivered securely through an organization authorized by GVSU. The transcript must note the individual's name, type of degree, and date of completion.

International Transcripts

1. Please provide official transcripts per the guidelines listed for paper or electronic documents.
2. If transcripts are not available from Institution of Record please provide an official document such as a Diploma, Certificate, or Notice outlining the individual's name, type of degree, and date of completion.
 - o **Note:** Documents must be translated to English before delivery to ensure document verification and U.S. equivalency. Translator must provide official translation verification documentation.

*If you have questions regarding translations please contact the Human Resources Office at 616-331-2215 for further assistance.

Document Issuance:

All official transcript documents signify who the document is "issued to." Please adhere to the following two options for this portion of the official transcript document:

1. The "issued to" portion of the transcript should state ONE of the following:
 - a. "Grand Valley State University"
 - b. GVSU Office (i.e. "Office of Financial Aid")
 - c. GVSU Department (i.e. "Department of Biology")
 - d. GVSU University Official (i.e. "Robert Williams")
2. If the "issued to" portion of the transcript states the candidate's name, the document **MUST** be received in a **sealed envelope** and retrieved appropriately (see below for details).

Document Delivery:

The hiring department must give specific instructions to the candidate on where to send the official transcript(s).

- All Faculty and Regular EAP:
 1. Official transcript(s) should be sent to the Dean or Appointing Officer's office
 2. Include official transcript(s) with Faculty Qualification Assurance (FQA) forms
- Adjunct Regular EAP Staff (12 Month Adjunct AP):
 1. Official transcript(s) should be sent directly to the department hiring the candidate
 2. Include official transcript(s) with official hiring paperwork

Document Retrieval:

Please follow the steps below when retrieving official transcript(s):

Electronic Transcripts

- Ensure documents were retrieved from secure/authorized third party organization
- Include all documents retrieved from third party organization with official hiring paperwork

Paper Transcripts

- Open sealed transcript documents
- Circle/highlight the obtained degree
- Mark transcript(s) in Upper-Right corner by completing 1 and 2 below:
 1. Blue/Black Stamp, which reads "Official" or hand-write "Official"
 2. Employee Signature & Date (i.e. R. Williams – 5/6/17)