

Official Transcript Requirements

Official Transcripts are required to be on file in the Office of Human Resources for all Minnesota State University Moorhead (MSUM) unclassified employees. Failure to provide official transcripts cancels your offer of employment or any agreement pursuant thereto. If extenuating circumstances prevent the filing of the transcripts with the Human Resources Office by the date specified in your offer of employment, the University reserves the right, at its sole discretion, to rescind the offer. If such extenuating circumstances arise, you should contact the Chief Human Resources Officer immediately.

Official undergraduate and graduate transcripts from **all institutions attended** must be submitted directly to the Office of Human Resources from the institution.

- ▶ Transcripts issued to the student will not be accepted.
- ▶ Electronic transcripts will not be accepted.

Foreign Transcript Evaluation

Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees, and the translation of other relevant employment documents. A foreign transcript evaluation is required any time foreign course work is used to meet an employment related credential requirement. An evaluation is required even if the foreign course work has been accepted by a college or university in the United States.

Foreign transcripts must be evaluated by the approved organization listed below. It is the responsibility of the employee to provide such an evaluation. This organization is a private enterprise that charges a fee for the service. Individuals seeking a foreign transcript evaluation are responsible for the fees assessed and must follow the procedures outlined by the organization providing the evaluation.

Educational Credential Evaluators, Inc

PO Box 514070
Milwaukee, WI 53203-3470
Phone: 414-289-3400 Fax 414-289-3411
Email: EVAL@ece.org
Website: <http://www.ece.org>

Frequently Asked Questions

Q. My degree was granted from MSUM. Do I still need to request transcripts be sent to the Office of Human Resources?

A. Yes. The MSUM Records office requires your permission to release transcripts to anyone, including the MSUM Office of Human Resources.

Q. Can my transcript be submitted electronically?

A. No. Electronic transcripts are not accepted for employment purposes at this point in time.

Q. My degree will not be conferred until after my start date at MSUM. Do I need to submit official transcripts prior to the degree being conferred?

A. If your employment is contingent upon your receiving the degree in question, a letter from the degree granting institution is required. The letter must state that you have met the requirements for the degree and confirm when the degree will be conferred. Once the degree has been conferred, official transcripts must be submitted to the Office of Human Resources.

Q. I have an Official Transcript, in a sealed envelope, from the institution in my possession. Can I submit this transcript instead of requesting a new one?

A. No. Official Transcripts must be submitted directly from the institution. Transcripts that have passed through the hands of the student will not be accepted.

Q. My degree was granted from a foreign institution, and I have had it evaluated for my previous employer. Can I submit a copy of the previous evaluation?

A. A credential evaluation that has been completed by any member of the National Association of Credentials Evaluation Services will be accepted. Confirmation of the evaluation must be received by the Office of Human Resources directly from the evaluation service. Without confirmation directly from the service, copies of previously completed evaluations will not be accepted.

For more information
please contact:

hr@mnstate.edu
t: 218.477.2157
f: 218.477.2123

Minnesota State University Moorhead is an equal opportunity educator and employer and is a member of the Minnesota State system. This information will be made available in alternate format upon request by contacting Disability Services at 218.477.4318 (VOICE) or 1.800.627.3529 (MRS/TTY).