Official transcripts are required for all applications to graduate degree programs or graduate certificate programs. The transcripts are collected by the Graduate Studies Office and are maintained by the Records Office after admission. Transcripts become the property of Minnesota State University Moorhead and cannot be returned to the student or sent to another university.

- Official transcripts from all institutions attended must be submitted directly to the Graduate Studies Office from the Institution.
  - Transcripts must be sent from the “original” institution, not an institution that accepted credits in transfer.
- Transcripts issued to the student will only be accepted if they remain in a signed and sealed envelope from the institution.
- Electronic transcripts will be accepted only if they are sent directly from the institution to the Graduate Studies Office (graduate@mnstate.edu).

**Degree Verification**

- Master’s degree programs and graduate certificate programs require the completion of a Bachelor’s degree.
- Degree verification is only done with the receipt of an official degree transcript from the degree-granting institution.
  - If your degree is not complete at the time of your application, you will be required to order an additional degree transcript after your degree is posted.
  - Admission offers made to student prior to degree completion cannot be finalized until the degree is verified.
  - Registration for courses is not permitted until the admission is finalized.

- Admission to a Specialist program requires the completion of a Master’s degree.
- Degree verification is only done with the receipt of an official degree transcript from the degree-granting institution.
  - If your degree is not complete at the time of your application, you will be required to order an additional degree transcript after your degree is posted.
  - Admission offers made to student prior to degree completion cannot be finalized until the degree is verified.
  - Registration for courses is not permitted until the admission is finalized.

**Foreign Transcript Evaluation**

- Students who have completed any college coursework at an institution in a country other than the United States must obtain a course-by-course evaluation from an approved evaluation organization.
- It is the responsibility of the student to provide such an evaluation and pay all associated fees.
- Foreign transcripts should not be sent to the Graduate Studies Office.
- The two approved vendors for transcript evaluation are:
  - Educational Credential Evaluators, Inc. (ECE), [http://www.ece.org](http://www.ece.org)
  - World Education Services (WES), [http://www.wes.org](http://www.wes.org)