

Transcript Procedures FAQs

Do you accept certified electronic transcripts and if so where should they be sent to?

Yes, we do take certified electronic transcripts and they should be sent to the Office of Human Resources member's email address you are working with for the initial hire.

Can our department accept an issued to student transcript that has been opened?

No, in order for an issued to student transcript to be considered an official proof of degree it must come in a sealed envelope. If your department would like to open the transcript in order to make a copy you may do so, but you will have to write a statement on the front of the transcript that states "Opened by department" and initial and date it.

If a certain degree is required, but is not showing as conferred on the transcript can we still send in an original transcript showing the classes taken towards the degree?

No, the degree required must be conferred on the transcript.

Can you accept a certification of the degree from the school instead of a full transcript?

No, we require the full transcript with detailed courses and proof of degree.

The faculty member attended a foreign school. Does the transcript need to be evaluated and translated?

Yes, the transcript must be evaluated by a certified external agency that provides credential evaluations and must contain a notarized translation.

The faculty member attended a foreign school that does not issue transcripts. What can they use as the official proof of degree? Is a diploma copy sufficient proof of degree?

If the school does not issue transcripts the faculty member will request that the school send an official memo or letter stating that their school does not issue transcripts or certifications of degrees. The employee will also need to take their original diploma to the Office of the General Counsel and get a copy stamped as official to include with the letter from the school as part of their proof of degree. We cannot accept just a copy of the diploma as proof of degree.

The foreign school program the employee attended to attain their degree was not class based and no transcripts are issued. What can we use in this case as the official proof of degree?

The faculty member may get a memo or letter from the school explaining that their program is not class based. The employee will also need to take their original diploma to the Office of the General Counsel and get a copy stamped as official to include with the letter from the school as part of their proof of degree.

Is there a policy regarding credentialing our department can review?

Yes, the full policy can be found

here: <http://policies.fsu.edu/content/download/118157/1072415/file/9-2-FacultyCredentialsPolicy-Signed.pdf>

For any additional questions regarding transcript procedures please contact your Departmental assigned recruiter.