

## Requesting a Free MSU Transcript for a Fulbright or Fulbright-Hays Application

This handout provides step-by-step instructions for requesting a transcript from MSU's Office of the Registrar. Transcripts are required for all Fulbright applications, but can say "Issued to Student." If you are selected for a grant, you may be required to submit an official transcript directly to the granting agency.

### Creating the Transcript Order

1. Visit <https://reg.msu.edu/Transcripts/Transcript.aspx>

## Michigan State University Transcript Request

### Important Information

- **MSU transcript requests are processed within 1-3 business days.** Requests for pre-1980 transcripts may take longer to process.
- **Michigan State University College of Law transcripts cannot be ordered through this site.** For information about ordering College of Law transcripts, contact the [College of Law Registrar's Office](#).
- If you have any questions, please contact our office by phone at 517-355-3300 or via [email](#).

### Request a transcript to be sent

To order your transcripts online, your identity must be validated.

[Validate and order using MSUNet ID and password](#) 

- or -

[Validate and order using date of birth and either PID \(student number\) or SSN](#)

#### **Please note:**

If you are unable to use the electronic system, follow the instructions on the [Transcript Request Mail-in Form](#).

If you are the intended recipient of a transcript and have a Secure Access Code, proceed to the [MSU Official Electronic Transcripts page](#).

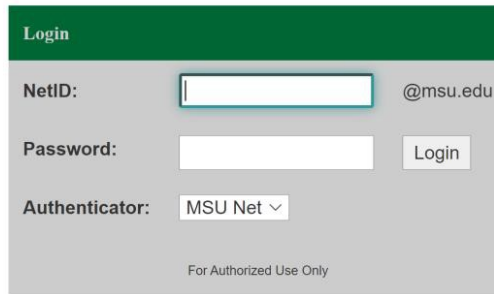
2. Select "Validate and order using MSUNet ID and Password," then enter your MSU NetID and password.

## Authentication Required

Please enter your MSU NetID and password in the boxes below. Your MSU NetID is all the characters before the "@" of your MSU email address.

If you cannot remember your MSU NetID and/or password, visit the [MSU NetID site](#) for information and instructions.  
If you still need assistance, please contact [IT Support](#) at (517) 432-6200.

NOTE: In order to use this application your browser must accept cookies.  
**Please do not bookmark this page.**



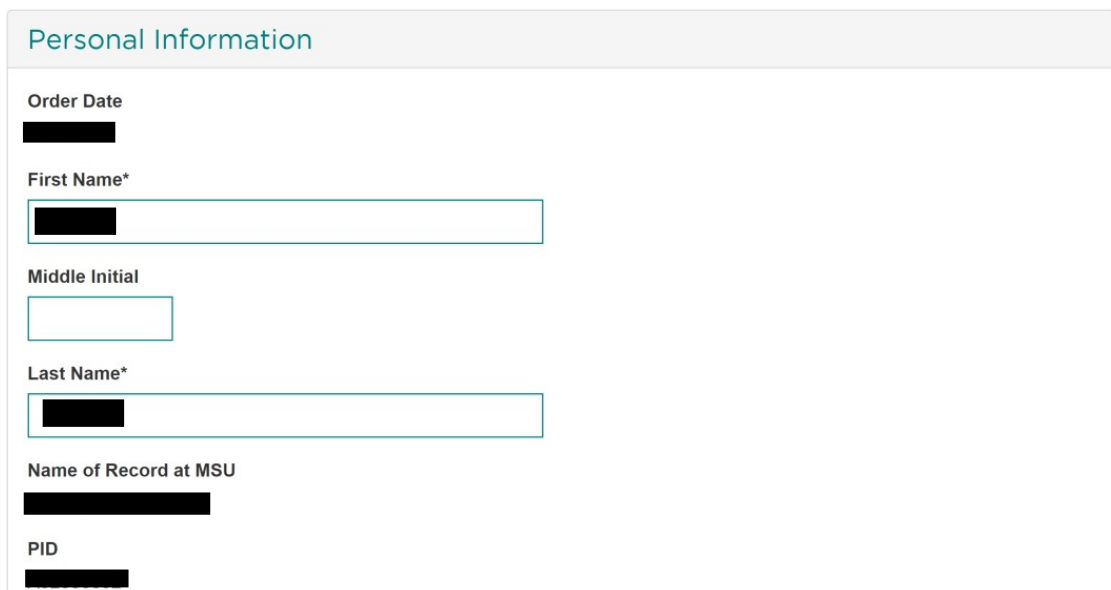
The screenshot shows a login form with a green header labeled "Login". Below the header are three input fields: "NetID:" with a text box and "@msu.edu" to its right; "Password:" with a text box and a "Login" button to its right; and "Authenticator:" with a dropdown menu currently set to "MSU Net". At the bottom of the form, it says "For Authorized Use Only".

3. Complete the basic transcript information.

## Transcript Request Form

### [Instructions](#)

- Please complete the following form.
- \*Indicates required fields.
- When finished, please click the "Next" button at the bottom of the page.



The screenshot shows a form titled "Personal Information". It contains several fields: "Order Date" (blacked out), "First Name\*" (text box with blacked out content), "Middle Initial" (text box), "Last Name\*" (text box with blacked out content), "Name of Record at MSU" (text box with blacked out content), and "PID" (text box with blacked out content).

4. Set transcript request specifics. Be sure to select “Transcript,” “Electronic (PDF),” and “Yes” for the order being sent to you. Please note that it will still be delivered electronically, not actually mailed.

### Transcript Order

Please include the following with this order:\* 

- Transcript  
 Spartan Experience Record (only available with the 'Electronic (PDF)' Delivery Format)

**! Important:** The Office of the Registrar has suspended paper transcript delivery. Electronic delivery is still available. If you have any questions, please contact the Office of the Registrar by email at [reg@msu.edu](mailto:reg@msu.edu).

Delivery Format\* 

- Electronic (PDF)  
 Paper

Is the order going to be sent to you?\*

- Yes  
 No

**Please note:** If an official transcript is needed, the transcript must be sent directly to the business or institution by Michigan State University.

5. Review your order summary.

## MSU Transcript Request - Order Summary

 Please review your order and, if correct, click the "Submit Order" button below.

Order Date: 9/16/2020

Name:

██████████

Name of record at MSU:

██████████

PID:

██████████

Date of Birth:

██████████

Phone Number:

██████████

Email Address:

██████████

## Order Details

**Order Includes:**

Transcript

**Institution or Recipient Name:**

[REDACTED]

**Sent to you?**

Yes

**Delivery Format:**

Electronic

**Number of Copies:**

1

**Address:**

[REDACTED]  
[REDACTED]

**Email Address:**

[REDACTED]

EAST LANSING, MI-MICHIGAN 48823  
US-UNITED STATES

6. Submit your order. It will take 1-3 business days to process.

**SUBMIT ORDER**

### After the Order is Submitted

7. A notification email will come from this address. Check your junk mail if you do not receive an email after a few days



8. The email will provide instructions on how to download your transcript, as well as an access code unique to you. You have 30 days to download your transcript and it can only be viewed 20 times. The link to view your transcript once you have your access code is <http://www.reg.msu.edu/Transcripts/ETranscript.aspx>

9. Enter the requested information.

## MSU Official Electronic Transcripts

Access an Electronic Transcript

[Instructions](#)

Your name

Your phone number

Your email address

Secure access code

SUBMIT

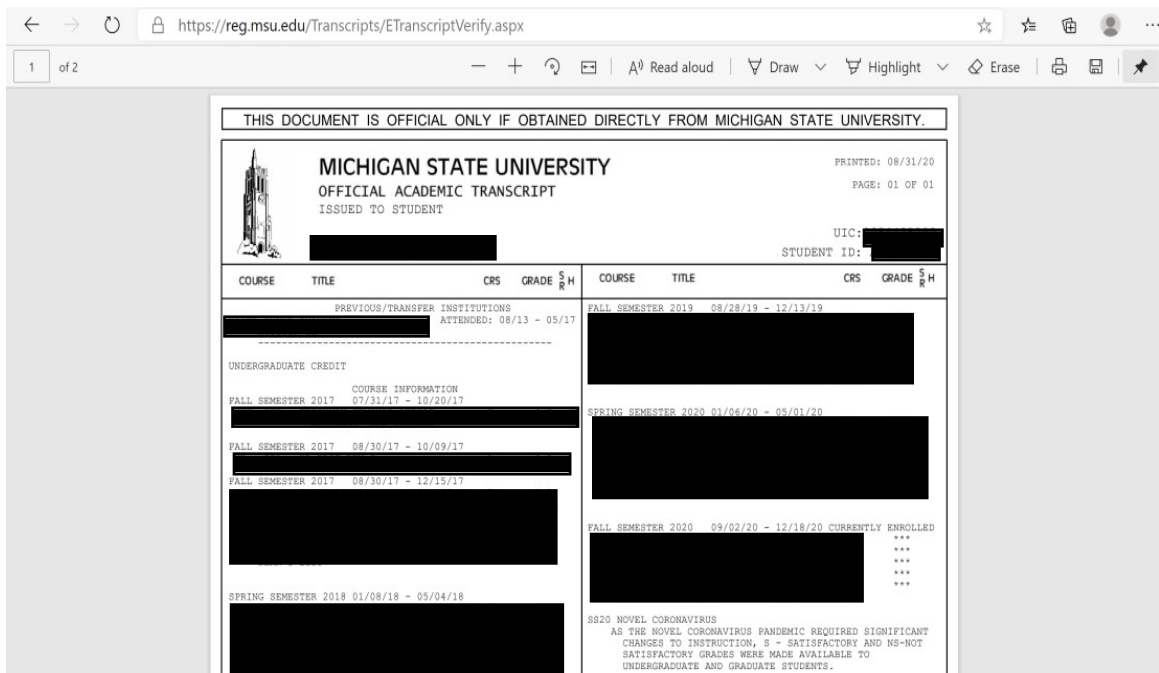
10. Agree with the statement and click “view transcript.”

I certify that I am the intended recipient of this transcript. This information will be maintained on a confidential basis and will not be shared with any other person or entity, except as authorized by the [Family Educational Rights and Privacy Act](#).

I agree with the above statements and wish to view the transcript.

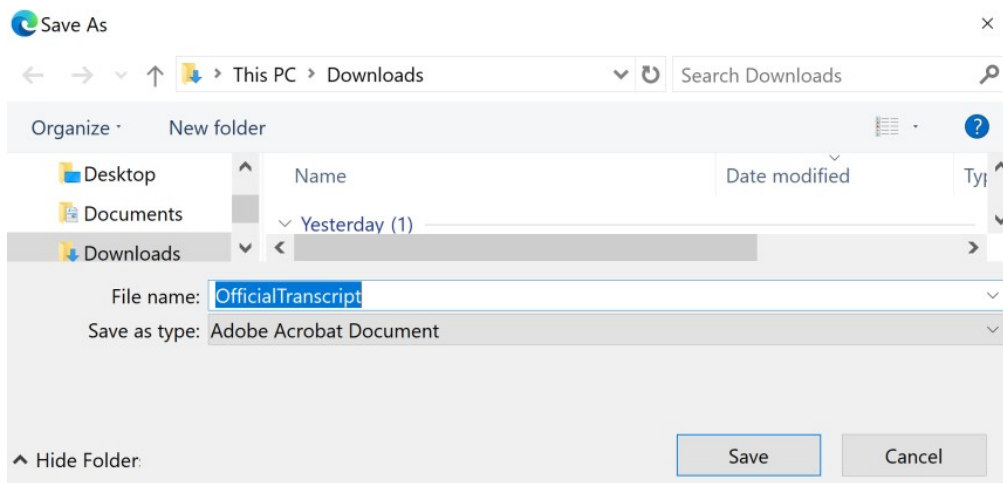
VIEW TRANSCRIPT

11. You will be brought to a page displaying your transcript. Note that it is an official academic transcript, though it is identified as “Issued to Student.”



12. Click the save icon in the upper right hand corner of your screen.

13. Save and rename the file to include your name.



14. You can now upload your transcript PDF to the Fulbright application portal.

*Many thanks to Rachel Powell, 2020 MSU Fulbright IIE applicant, for creating this step-by-step guide!*