Requesting an MSU Transcript for a Fulbright 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 it is acceptable for the PDF to 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.

Three Types of Transcripts

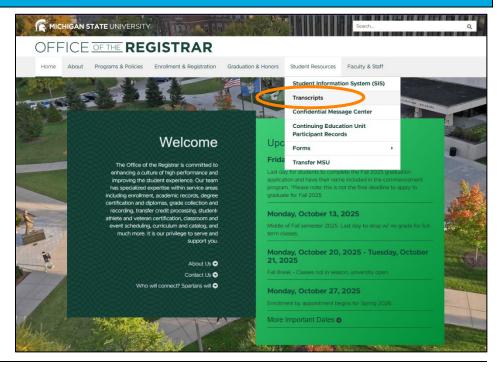
There are three options for obtaining a transcript.

- 1. Official transcript, issued to student (this is the recommended version, instructions below)
 - a. Free, takes 1-3 business days, available via the Registrar
- 2. Unofficial transcript (<u>not preferred</u> because it is not formatted as clearly, but works in a time crunch, instructions begin p. 6)
 - a. Free, instantly available via SIS
- 3. Official transcript, ordered by student but sent to another recipient (e.g., a grad school). This type does not work for initial Fulbright applications, because there is no mechanism for Fulbright to receive PDFs and append them to your application.
 - a. Free, takes 1-3 business days, available via the Registrar

Ordering an Official Transcript, Issued to Student (Recommended Format)

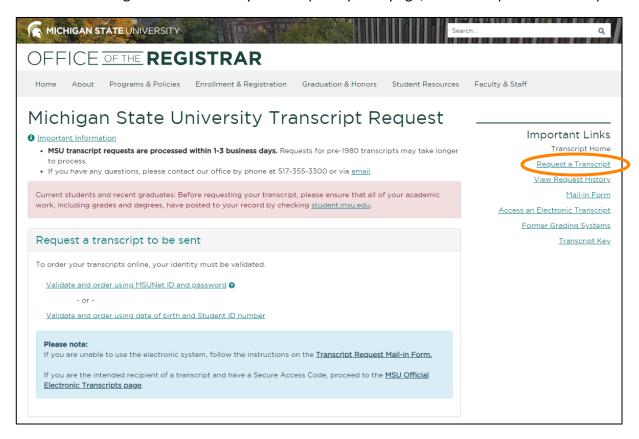
Step 1.

Begin at the Registrar's website https://reg.msu.edu/. Under the "Student Resources" tab, select "Transcripts."



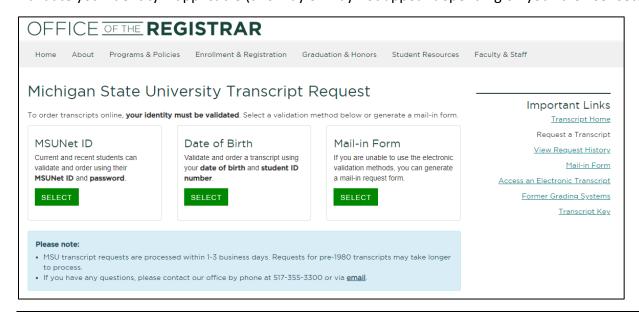
Step 2.

From the "Michigan State University Transcript Request" page, select "Request a Transcript."



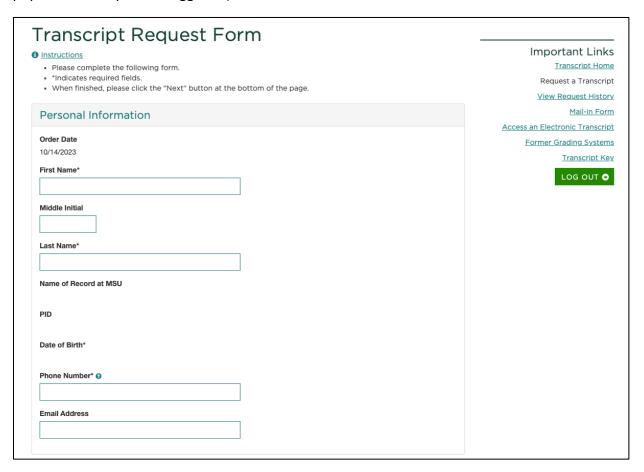
Step 3.

Validate your identity if applicable (this may or may not appear depending on your browser settings).



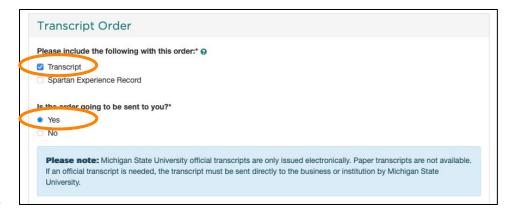
Step 4.

Complete the "Personal Information" section of the Transcript Request Form (most of this will autopopulate when you are logged in).



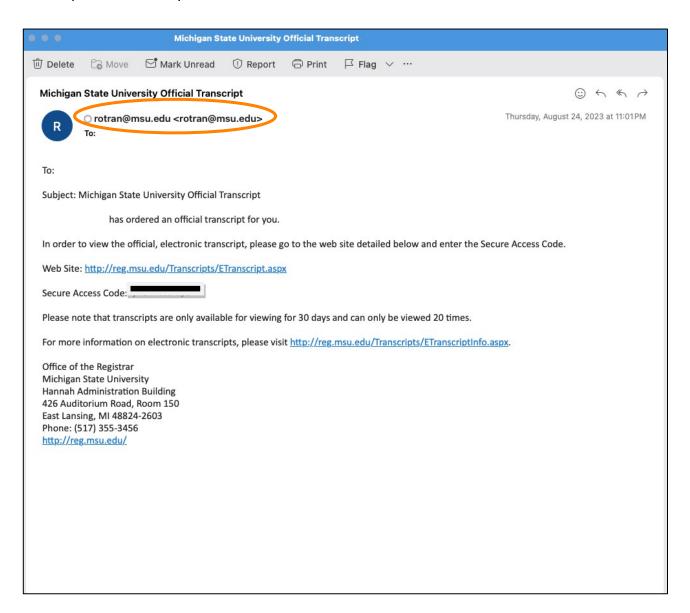
Step 5.

Complete the "Transcript Order" section of the Transcript Request Form. Select "Transcript," and "Yes" for the order being sent to you. Please note that it will still be delivered electronically, not actually mailed. Click "Next" at bottom of page when done.



Step 6.

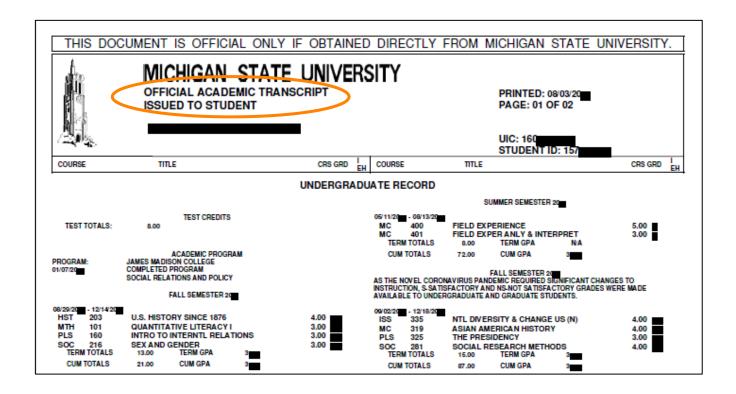
Watch for a notification email to come from the address circled below; check your junk mail if you do not receive an email after 1-3 business days. The email will provide instructions on how to download your transcript, as well as a unique access code. You have 30 days to download your transcript and it can only be viewed 20 times.



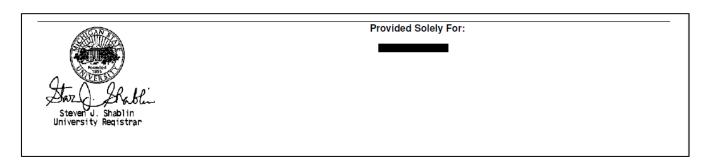
Step 7.

The link and access code will bring you to a page displaying your transcript. **Note that it is an official academic transcript, though it is identified as "Issued to Student."** Download a PDF of the transcript to be used for your Fulbright and other applications.

The top of your official/issued to student transcript should look like this (identifying information has been redacted, but your name will appear next to the Beal Tower image):



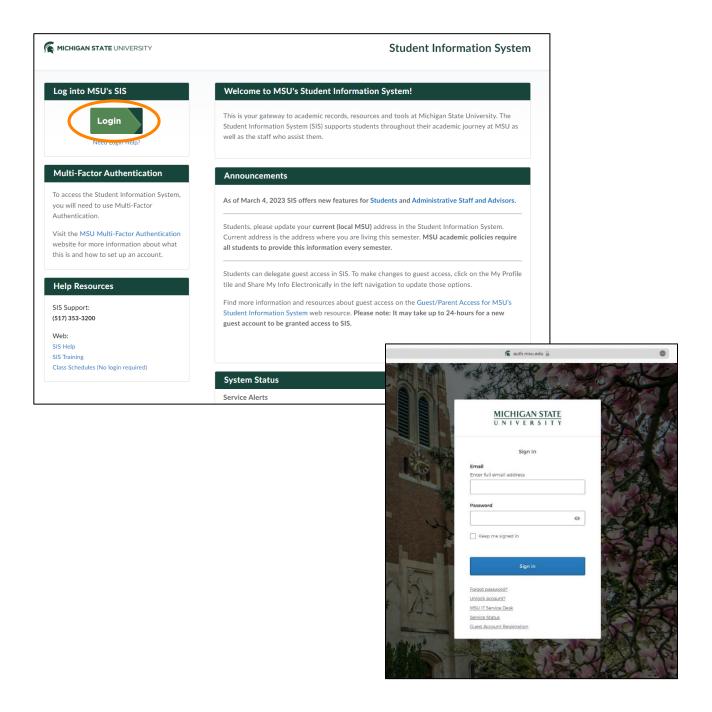
The bottom of your official/issued to student transcript should look like this, with the MSU seal, Registrar's signature, and your name (redacted here):



Ordering an Unofficial Transcript (Not the Preferred Format)

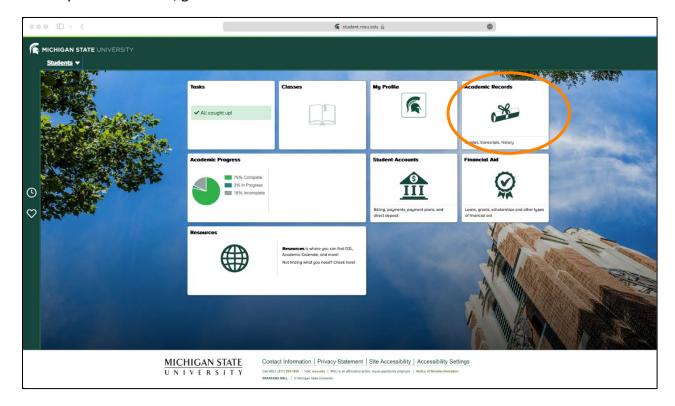
Step 1

Log into your SIS account here: https://student.msu.edu/splash.html and sign in using your MSU credentials.



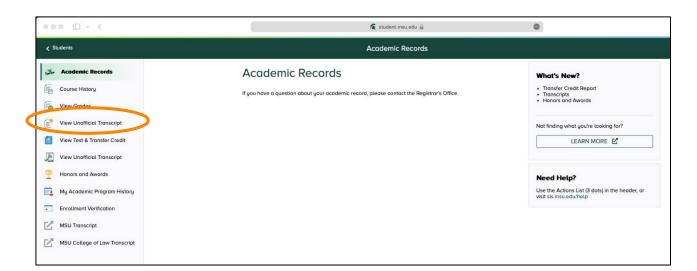
Step 2.

Within your SIS account, go to the "Academic Records" tile:



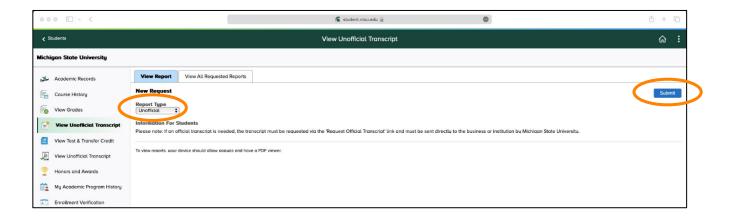
Step 3.

Within the "Academic Records" page, click on "View Unofficial Transcript" in the navigation panel:



Step 4.

Within the "View Unofficial Transcript" tab, choose "Unofficial" as the report type and click submit:



Step 5.

A PDF of your unofficial transcript should appear. You can download this PDF and it is acceptable for your Fulbright, though it lacks the Beal Tower image, MSU seal, and Registrar's signature as seen on the example on p.5. It also includes extraneous information like transfer credits and test scores that can make the transcript look cluttered. The top of an unofficial transcript will look like this:

