Students can download and print unofficial transcripts by reviewing and acknowledging they understand the terms of this request including when an unofficial vs. official transcript may be needed.

By submitting this request, the student understands the unofficial transcript is not an official transcript and cannot take the place of an official transcript.

Unofficial transcripts differ from official transcripts. Although they include most of the same information (academic record, list of classes, credits, grades, etc.), an official transcript is a legal document with the Registrar's signature, the college's seal, delivered in a sealed envelope, and only allowed to be opened by the addressee. An unofficial transcript is not a legal document and can be viewed, printed, and saved by a student. It does not include a signature or seal. Because of this difference, official transcripts require a small fee and unofficial transcripts can be viewed for free.

For more details on definitions, target audiences and general uses, please refer to the following:

**Unofficial Transcript**

**Definition**

Transcripts that have been in the hands of the student such as student copy/unofficial transcripts are not considered official. Unofficial transcripts are printed on plain paper and do not have a college seal or registrar’s signature. Unofficial transcripts cannot be used to transfer to another college or university.

Unofficial transcripts are issued for use by the student only. MyUni will only issue unofficial transcripts to the student.

**Description**

Displays student’s MyUni course work to date and any transfer credit from previous academic institutions

Includes details on:

|  |
| --- |
| - Academic standing and discipline |
| - Honors |
| - Milestones |
| - Previous academic institution degree and address information |
| - How course work transfers to MyUni Career, Program, and Plan |

**Target Audience**

Primarily Internal Document

**General Uses (Examples)**

|  |
| --- |
| - Academic Standing evaluation tool |
| - General university (MyUni) business |
| - Degree clearance tool (in lieu of Academic Advisement Report) |
| - Advising tool (in lieu of Academic Advisement Report) |

**Official Transcript**

**Definition**

An official transcript is a complete representation of a student’s academic record. It includes all courses attempted at MyUni, including those withdrawn from and those repeated. It also includes a summary of all transfer credits accepted by MyUni. Academic work completed at different levels (vocational, undergraduate, post-baccalaureate, graduate) is listed on separate transcripts with a separate GPA. Once a student graduates with their bachelor’s degree, that transcript is considered sealed and may not be updated. No additional credentials may be added to the undergraduate transcript and all subsequent coursework will appear on a post-baccalaureate or graduate transcript.

An official transcript is one that has been received directly from MyUni. Official transcripts are printed on official transcript (green and white) paper. It must bear the embossed or raised college seal, date and the Registrar's signature. Electronic transcripts are considered official if delivered securely through an organization authorized by MyUni. Transcripts received that do not meet these requirements should not be considered official and should be routinely rejected for permanent use.

Official transcripts are provided in a sealed envelope with the registrar's signature stamped across the seal. Paper copies should remain in the unopened, sealed envelope until it is presented to the employer, institution or scholarship provider. Northern Michigan University will issue official transcripts to the student.

Official transcripts are required for transfer to another college or university. Official transcripts are also provided to confirm education for professional employment opportunities, teacher or nursing licensure and other credential verification.

**Description**

Displays student's academic MyUni course work to date (previous experience is displayed only in summary).

Printed on official transcript paper or sent as a secure electronic (PDF) document with Registrar's signature and MyUni seal.

Printed and/or sent only by Registrar's Office

Does not include:

|  |
| --- |
| - Program/Plan activity |
| - Detailed discipline activity |

**Target Audience**

Primarily External Document

**General Uses (Examples)**

|  |
| --- |
| - Application for admission to another institution |
| - Application for employment |
| - Used for all off-campus purposes |