

# COLLEGE TRANSCRIPT INFORMATION



In order to receive evaluation credit, college transcripts will be required for all claimed college coursework and/or completion of degrees. Diplomas are not acceptable.

**College transcripts must be scanned and attached to your application at the time of submission.**

**Transcripts will not be accepted after the application is submitted.**

If you do not possess your college transcripts(s), it is recommended that you call or visit your college or university as soon as possible to secure a college transcript of your coursework at that institution. The transcript should be scanned so it may be attached at the time of completing your application. Once scanned and attached to your application in your JobOpps account, it may be used for future applications you wish to submit. Be sure to verify each applicable document is attached to each application at the time you certify and submit the application.

Many colleges and universities will not issue an Official Transcript to the student. However, you may request a Student Copy of your transcript.

Many college transcripts are issued on unalterable colored paper.

**All transcripts should include the following information (to be placed on the transcript by the institution only). Before attaching any transcript to your application, make sure it includes the following information:**

- Student's name
- School's name printed on the front of the document
- List of all completed courses by semester/quarter and grade for each course
- Cumulative GPA
- Degree and date conferred (if applicable)

## Recognized Colleges or Universities

“Recognized colleges or universities” are defined as those schools accredited by any of the six regional accreditation associations in the United States or by the Distance Education and Training Council (DETC). The regional accrediting associations are listed below:

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

## International Transcripts

Applicants who have degrees earned from educational institutions located outside of the United States must have their transcripts evaluated by a recognized credential evaluation service prior to applying. Applicants are responsible for the costs associated with translation/evaluation services.

**The applicant must submit the evaluation documentation at the time of submitting an application. Evaluation documentation will not be accepted after the application is submitted.**

For questions relating to college transcripts, please contact us at [applications@personnelboard.org](mailto:applications@personnelboard.org).