



Official Transcripts

Official transcripts:

- **MUST** be sent directly to:
 - the Office of the Provost for all full-time faculty members or
 - Institutional Effectiveness and Research for all adjunct faculty members.
 - The official transcript must be received before census for fall and spring semesters. Official transcripts for summer semesters must be received before August 1st. Official transcripts not received by the dates above means the faculty member is not eligible to teach for future terms.
- Mailed official transcripts must be mailed to:
 - "Attention: Office of the Provost" for all full-time faculty members or
 - "Attention: Institutional Effectiveness and Research" for all part-time faculty members.
- Electronic transcripts sent through Parchment, National Student Clearing House, etc. must be sent to the email address for:
 - the Executive Administrator for the Provost for full-time faculty members or
 - IER@tamut.edu for part-time faculty members.
- Transcripts **CAN** be hand delivered in the original envelope from the issuing institution with the signature or stamp of the Registrar across the seal on the sealed envelope containing the transcript. Opened transcripts will be considered unofficial.
- Foreign Transcripts:
 - Academic credentials earned at institutions outside of the United States require a course-by-course foreign credential evaluation provided by the World Evaluation Services (WES) or another organization approved by the National Association of Credential Evaluation Services as a component of their completed application packet. The transcript and other academic records must be accompanied by a notarized translation if they are not in English. The cost of this service must be paid by the applicant. The evaluation agency must send the evaluation report directly to the university/department.

