



Official Transcripts/Degree Conferral – An Overview

Verifying that the transcript is official:

When reviewing a transcript to verify that it is official, a licensure evaluator must be able to see the **Registrar's signature**. Note: transcripts sent directly to the applicant from eSCRIP-SAFE (on any other provider of electronic transcripts) that lack a registrar's signature, are not considered official transcripts for the purpose of licensure. See example below.

Example of transcript sent directly to student from eSCRIP-SAFE without registrar's signature.

***** CONTINUED ON PAGE 2 *****

Andrew Colby, University Registrar

cannot be validated. See attached cover page for additional information.

eSCRIP-SAFE transcript lacking registrar's signature

Examples of transcripts bearing legible registrar signatures.

Registrar

SS IT BEARS THE COLLEGE SEAL

UNIVERSITAS BOSTONIENSIS
CONDITA MDCCCLXXII

Jeffrey von Munkwitz-Smith
Assistant Vice President
University Registrar

Verifying degree conferral:

Along with verifying that a transcript is official a licensure evaluator may also need to verify conferral of a degree (verification of Bachelor or Master's degree). To verify conferral of a degree the transcript must note **degree conferred as well as conferral date**. See examples below.

Examples of transcript indicating degree conferred and conferral date.

Comments:
Completed a state approved teacher education program and recommended for certification in Music Education, K-12.

Degrees Awarded Bachelor of Music 16-MAY-2015
Primary Degree
Major : BMus:Music Education
Inst. Honors: Magna Cum Laude

DEGREE AWARDED

Master of Social Work
Major: Social Work
May 22, 1994

COURSES	TITLE	CREDIT GRADE	HONOR	GPA
			POINTS	SEM
				CUM

For guidance on how to upload documents into your ELAR account, please refer to the *How to Upload Documents to ELAR: A Step by Step Guide* which can be found on the Office of Educator Licensure's website (www.mass.gov/ese/licensure). The link to these teacher licensure forms, guides, and regulations can be found in the Most Requested module on the main page:

 **Most Requested**

- Applying for/Checking the Status of a License
- Hard Copies of Issued/Renewed Licenses
- Academic PreK-12 Forms, Guidelines, & Licensure Regs.
- Out-of-State Applicants
- Advancing, Extending, or Renewing a License
- Sheltered English Immersion Endorsements (SEI)