

## OFFICIAL TRANSCRIPTS

A transcript is official documentation of a student's academic record. As such, every attempt should be made to insure the security and validity of the document. According to the American Association of Collegiate Registrars and Admissions Officers *Academic Record and Transcript Guide*, the receiving institution determines whether or not a transcript is considered "official." Several factors can influence the status of the transcript including the manner in which it was delivered and whether the document is marked with an appropriate institutional signature to help validate its authenticity.

In keeping with these guidelines, the Seattle University policy regarding official transcripts is as follows:

Official paper transcripts must be received in a sealed envelope and must bear the seal of the issuing institution along with the date of issue and the appropriate signature. Transcripts stamped "issued to student" will be accepted as official only if they meet these criteria and have been treated as official by the issuing institution. For electronic transcripts to be considered official, they must arrive in a secure manner from the institution's registrar or recognized third party vendor.

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