

Requesting an MSU Transcript for a Fulbright or Fulbright-Hays Application

This handout provides step-by-step instructions for requesting a transcript from MSU’s Office of the Registrar. Transcripts are required for all Fulbright applications, but they do not have to be official transcripts; it is acceptable for the PDF to say “Issued to Student.” If you are selected for a grant, you may be required to submit an official transcript directly to the granting agency.

Three types of transcripts

You have three options for obtaining a transcript.

1. Official transcript, issued to student (**this is the recommended version, instructions below**)
 - a. Free, takes 1-3 business days, available via the Registrar
2. Unofficial transcript (**not preferred, but works in a time crunch, instructions begin p. 6**)
 - a. Free, instantly available via SIS
3. Official transcript, ordered by student but sent to another recipient (e.g., a grad school)
 - a. Free, takes 1-3 business days, available via the Registrar

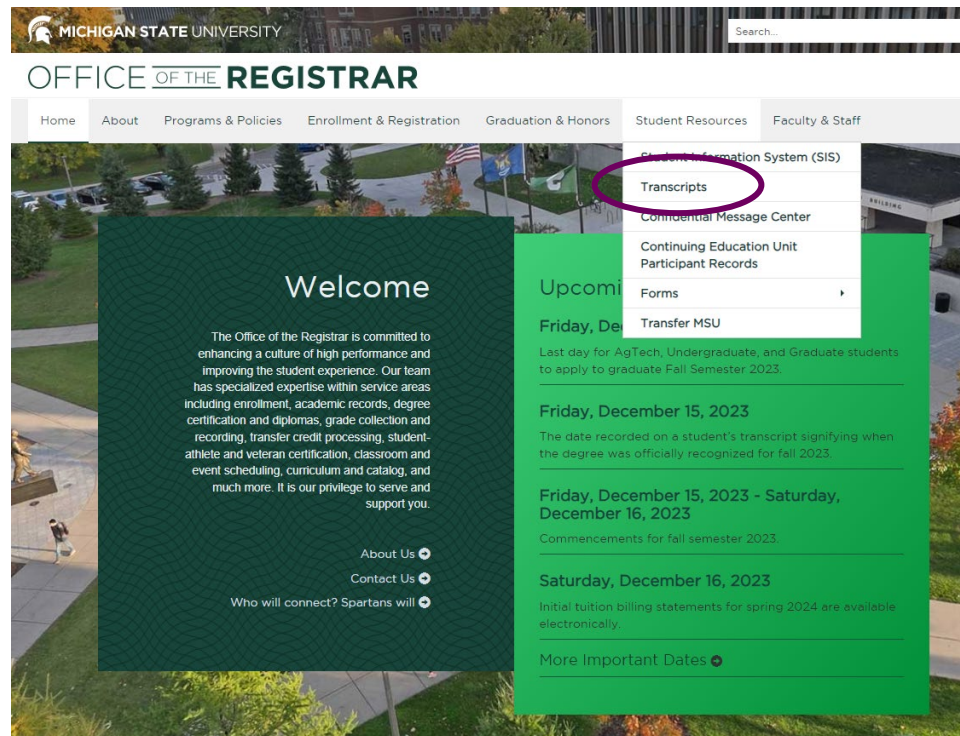
Creating a transcript order for an *official* transcript, issued to student (recommended)

Step 1.

Begin at the Registrar’s website

<https://reg.msu.edu/>.

Under the “Student Resources” tab, select “Transcripts.”



Step 2.

From the “Michigan State University Transcript Request” page, select “Request a Transcript.”

MICHIGAN STATE UNIVERSITY

OFFICE OF THE REGISTRAR

Home About Programs & Policies Enrollment & Registration Graduation & Honors Student Resources Faculty & Staff

Michigan State University Transcript Request

Important Information

- MSU transcript requests are processed within 1-3 business days. Requests for pre-1980 transcripts may take longer to process.
- If you have any questions, please contact our office by phone at 517-355-3300 or via [email](#).

Current students and recent graduates: Before requesting your transcript, please ensure that all of your academic work, including grades and degrees, have posted to your record by checking [student.msu.edu](#).

Request a transcript to be sent

To order your transcripts online, your identity must be validated.

[Validate and order using MSUNet ID and password](#)

- or -

[Validate and order using date of birth and Student ID number](#)

Please note:
If you are unable to use the electronic system, follow the instructions on the [Transcript Request Mail-in Form](#).

If you are the intended recipient of a transcript and have a Secure Access Code, proceed to the [MSU Official Electronic Transcripts page](#).

Important Links

- [Transcript Home](#)
- [Request a Transcript](#)
- [View Request History](#)
- [Mail-in Form](#)
- [Access an Electronic Transcript](#)
- [Former Grading Systems](#)
- [Transcript Key](#)

Step 3.

Validate your identity if applicable (this may appear depending on your browser settings).

OFFICE OF THE REGISTRAR

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Michigan State University Transcript Request

To order transcripts online, **your identity must be validated**. Select a validation method below or generate a mail-in form.

MSUNet ID
Current and recent students can validate and order using their **MSUNet ID** and **password**.

SELECT

Date of Birth
Validate and order a transcript using your **date of birth** and **student ID number**.

SELECT

Mail-in Form
If you are unable to use the electronic validation methods, you can generate a mail-in request form.

SELECT

Please note:

- MSU transcript requests are processed within 1-3 business days. Requests for pre-1980 transcripts may take longer to process.
- If you have any questions, please contact our office by phone at 517-355-3300 or via [email](#).

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- [Transcript Key](#)

Step 4.

Complete the “Personal Information” section of the Transcript Request Form (most of this will auto-populate when you are logged in).

Transcript Request Form

Instructions

- Please complete the following form.
- *Indicates required fields.
- When finished, please click the “Next” button at the bottom of the page.

Personal Information

Order Date
10/14/2023

First Name*


Middle Initial

Last Name*

Name of Record at MSU

PID

Date of Birth*

Phone Number* 

Email Address

Important Links


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LOG OUT 

Step 5.

Complete the “Transcript Order” section of the Transcript Request Form. Select “Transcript,” and “Yes” for the order being sent to you. Please note that it will still be delivered electronically, not actually mailed. Click “Next” at bottom of page when done.

Transcript Order

Please include the following with this order: 

Transcript

Spartan Experience Record

Is the order going to be sent to you?*

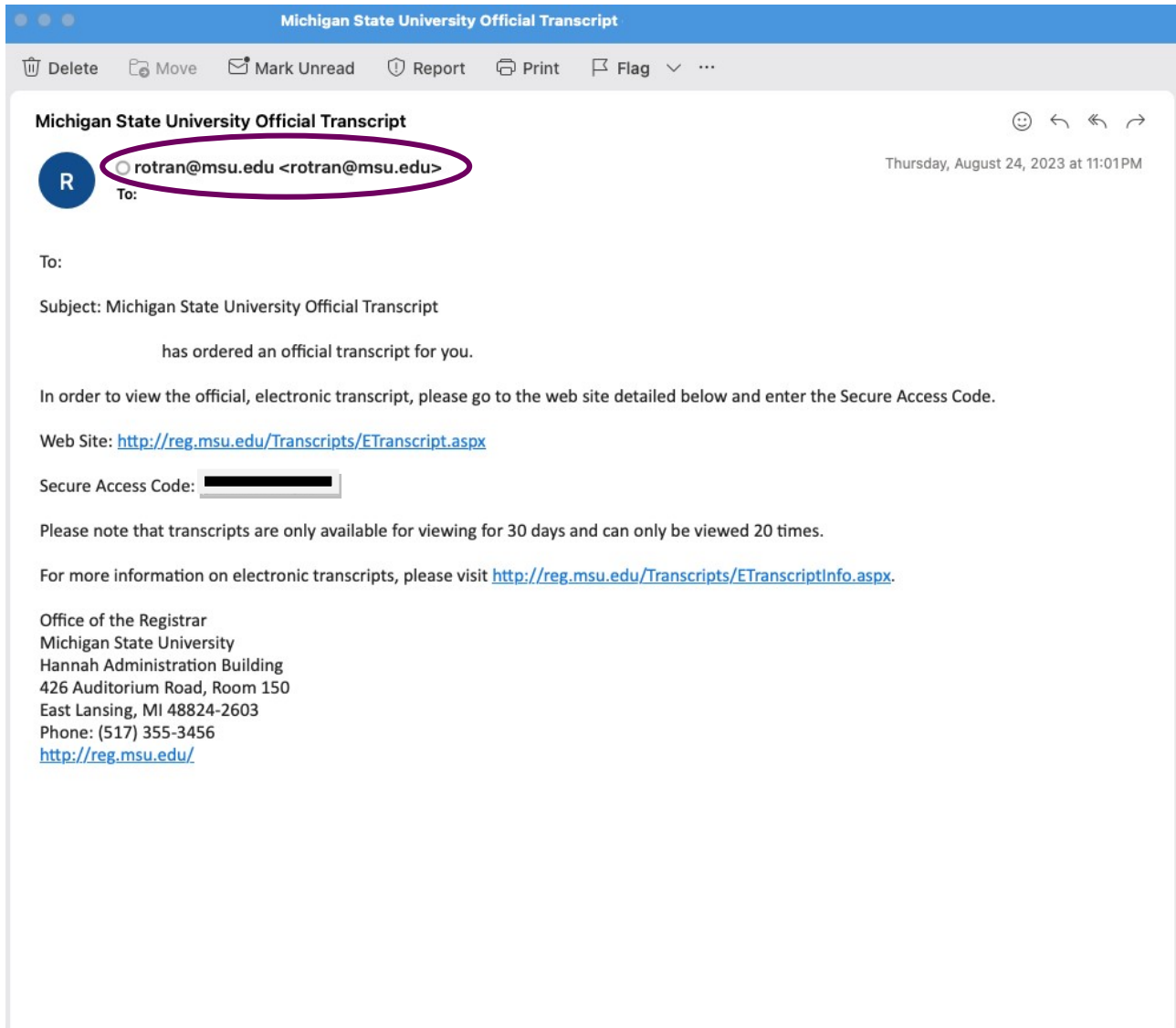
Yes

No

Please note: Michigan State University official transcripts are only issued electronically. Paper transcripts are not available. If an official transcript is needed, the transcript must be sent directly to the business or institution by Michigan State University.

Step 6.

Watch for a notification email to come from the address circled below; check your junk mail if you do not receive an email after 1-3 business days. The email will provide instructions on how to download your transcript, as well as a unique access code. You have 30 days to download your transcript and it can only be viewed 20 times.




The screenshot shows an email interface for Michigan State University. The email title is "Michigan State University Official Transcript". The sender is "rotran@msu.edu <rotran@msu.edu>" and the recipient is "R". The email is dated Thursday, August 24, 2023 at 11:01 PM. The subject is "Michigan State University Official Transcript". The body of the email states: "has ordered an official transcript for you. In order to view the official, electronic transcript, please go to the web site detailed below and enter the Secure Access Code. Web Site: <http://reg.msu.edu/Transcripts/ETranscript.aspx> Secure Access Code: [REDACTED] Please note that transcripts are only available for viewing for 30 days and can only be viewed 20 times. For more information on electronic transcripts, please visit <http://reg.msu.edu/Transcripts/ETranscriptInfo.aspx>. Office of the Registrar Michigan State University Hannah Administration Building 426 Auditorium Road, Room 150 East Lansing, MI 48824-2603 Phone: (517) 355-3456 <http://reg.msu.edu/>


Step 7.

The link and access code will bring you to a page displaying your transcript. Note that it is an official academic transcript, though it is identified as “Issued to Student.” Download a PDF of the transcript to be used for your Fulbright and other applications.

The top of your official/issued to student transcript should look like this (identifying information has been redacted, but your name will appear next to the Beal Tower image):

THIS DOCUMENT IS OFFICIAL ONLY IF OBTAINED DIRECTLY FROM MICHIGAN STATE UNIVERSITY.										
		MICHIGAN STATE UNIVERSITY			PRINTED: 08/03/20 PAGE: 01 OF 02					
OFFICIAL ACADEMIC TRANSCRIPT ISSUED TO STUDENT				UIC: 160 [REDACTED] STUDENT ID: 157 [REDACTED]						
COURSE	TITLE	CRS	GRD	EH	COURSE	TITLE	CRS	GRD	EH	
UNDERGRADUATE RECORD										
TEST TOTALS: 8.00				TEST CREDITS				SUMMER SEMESTER 20[REDACTED]		
PROGRAM: JAMES MADISON COLLEGE COMPLETED PROGRAM SOCIAL RELATIONS AND POLICY				05/11/20 - 08/13/20				MC 400 FIELD EXPERIENCE 5.00		
ACADEMIC PROGRAM				MC 401 FIELD EXPER ANLY & INTERPRET 3.00				TERM TOTALS 8.00 TERM GPA N/A		
01/07/20				CUM TOTALS 72.00 CUM GPA 3.00				FALL SEMESTER 20[REDACTED]		
08/29/20 - 12/14/20				AS THE NOVEL CORONAVIRUS PANDEMIC REQUIRED SIGNIFICANT CHANGES TO INSTRUCTION, S-SATISFACTORY AND NS-NOT SATISFACTORY GRADES WERE MADE AVAILABLE TO UNDERGRADUATE AND GRADUATE STUDENTS.						
HST 203 U.S. HISTORY SINCE 1876 4.00				09/02/20 - 12/18/20				ISS 335 NTL DIVERSITY & CHANGE US (N) 4.00		
MTH 101 QUANTITATIVE LITERACY I 3.00				MC 319 ASIAN AMERICAN HISTORY 4.00				PLS 325 THE PRESIDENCY 3.00		
PLS 160 INTRO TO INTERNTL RELATIONS 3.00				SOC 281 SOCIAL RESEARCH METHODS 4.00				TERM TOTALS 15.00 TERM GPA 3.00		
SOC 216 SEX AND GENDER 3.00				CUM TOTALS 67.00 CUM GPA 3.00						
TERM TOTALS 13.00 TERM GPA 3.00										
CUM TOTALS 21.00 CUM GPA 3.00										

The bottom of your official/issued to student transcript should look like this, with the MSU seal, Registrar’s signature, and your name (redacted here):



Steven J. Shablin
Steven J. Shablin
University Registrar

Provided Solely For:
[REDACTED]

Creating a transcript order for an *unofficial* transcript (this is not the preferred format, but works if you're in a time crunch)

Step 1

Log into your SIS account here: <https://student.msu.edu/splash.html> and sign in using your MSU credentials.



Student Information System

Log into MSU's SIS

Login

[Need Login Help?](#)

Welcome to MSU's Student Information System!

This is your gateway to academic records, resources and tools at Michigan State University. The Student Information System (SIS) supports students throughout their academic journey at MSU as well as the staff who assist them.

Multi-Factor Authentication

To access the Student Information System, you will need to use Multi-Factor Authentication.

Visit the [MSU Multi-Factor Authentication](#) website for more information about what this is and how to set up an account.

Announcements

As of March 4, 2023 SIS offers new features for **Students** and **Administrative Staff and Advisors**.

Students, please update your **current (local MSU)** address in the Student Information System. Current address is the address where you are living this semester. **MSU academic policies require all students to provide this information every semester.**

Students can delegate guest access in SIS. To make changes to guest access, click on the My Profile tile and Share My Info Electronically in the left navigation to update those options.

Find more information and resources about guest access on the [Guest/Parent Access for MSU's Student Information System](#) web resource. Please note: It may take up to 24-hours for a new guest account to be granted access to SIS.

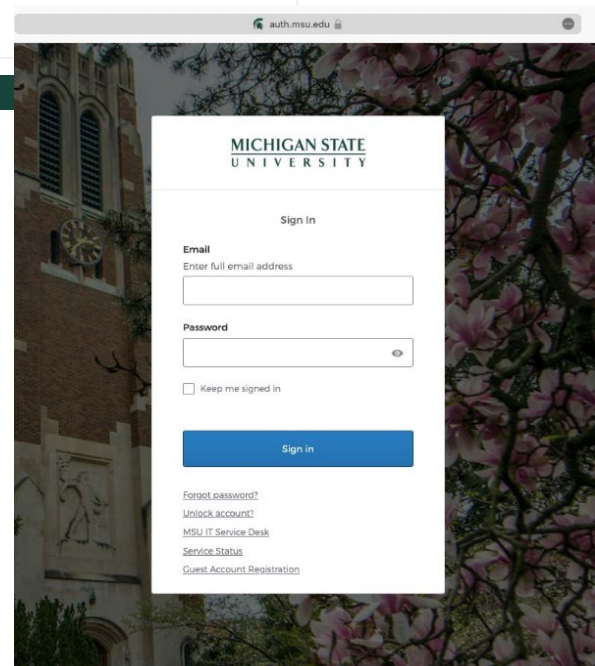
Help Resources

SIS Support:
(517) 353-3200

Web:
[SIS Help](#)
[SIS Training](#)
[Class Schedules \(No login required\)](#)

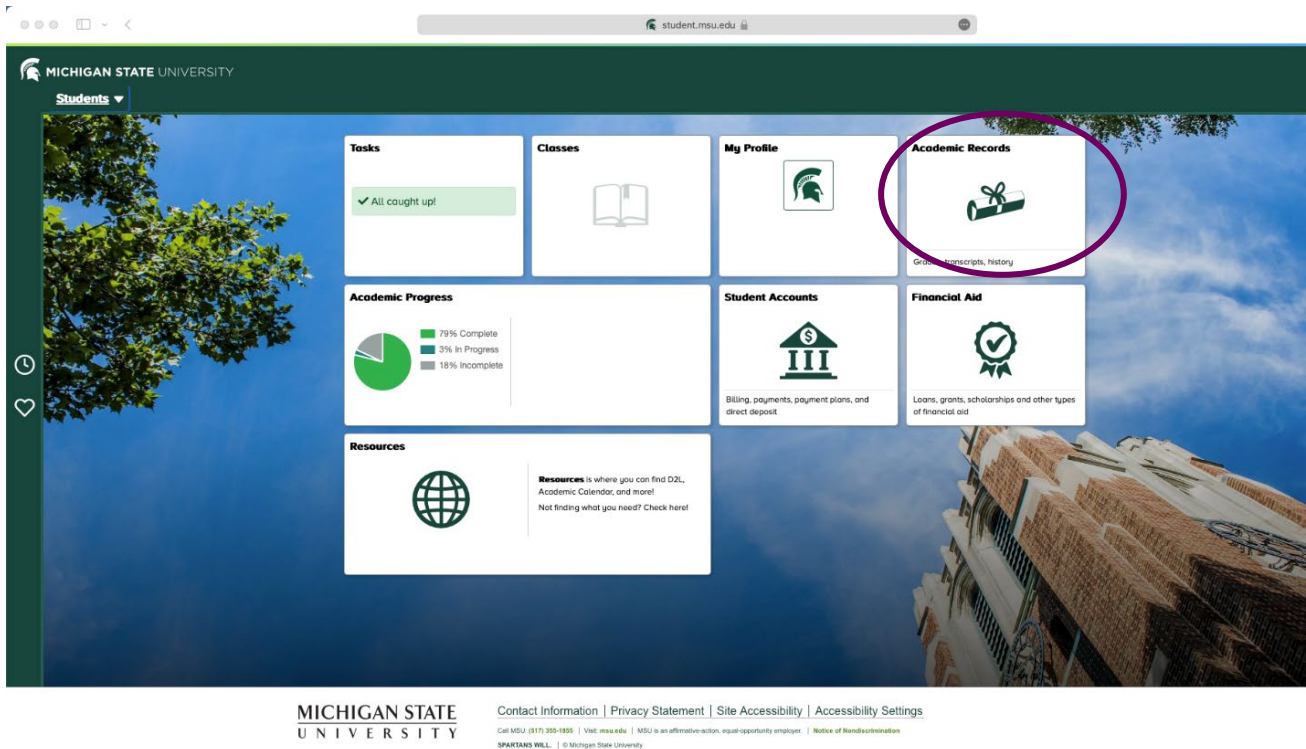
System Status

Service Alerts



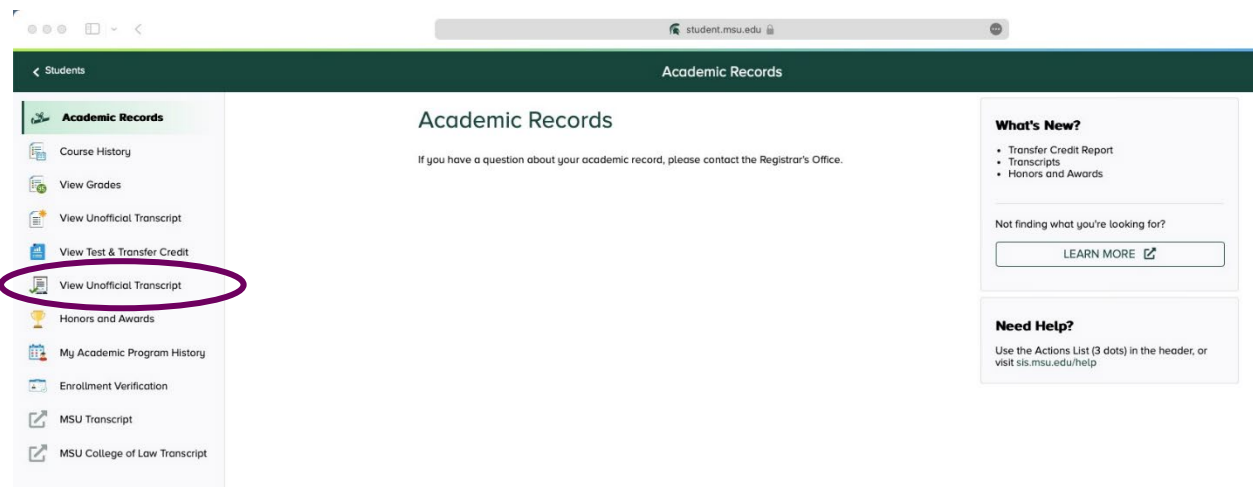
Step 2.

Within your SIS account, go to the “Academic Records” tile:



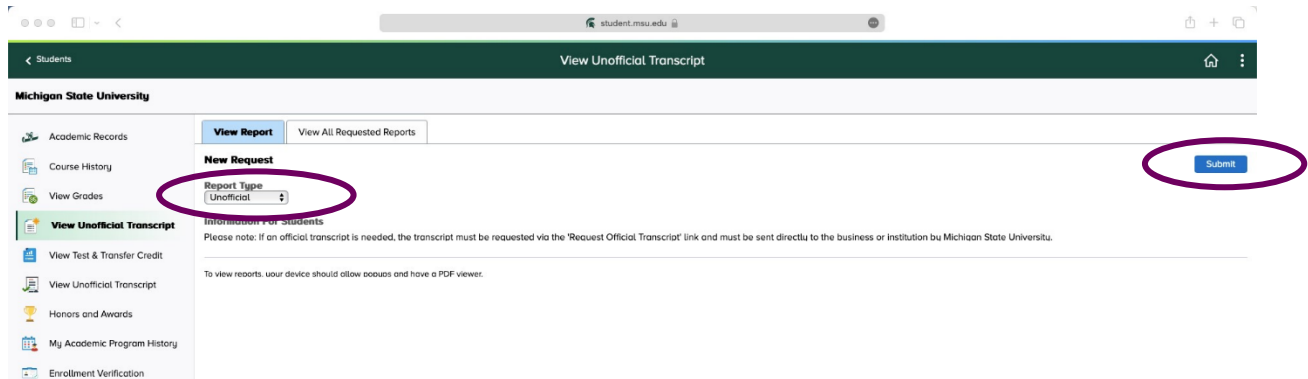
Step 3.

Within the “Academic Records” page, click on “View Unofficial Transcript” in the navigation panel:



Step 4.

Within the “View Unofficial Transcript” tab, choose “Unofficial” as the report type and click submit:



Step 5.

A PDF of your unofficial transcript should appear. You can download this PDF and it is acceptable for your Fulbright or Fulbright-Hays application, though it lacks the Beal Tower image, MSU seal, and Registrar’s signature as seen on p.5: The top of your unofficial transcript will look like this:

UNOFFICIAL ACADEMIC TRANSCRIPT MICHIGAN STATE UNIVERSITY				PRINTED: 08/23/20██ PAGE: 01 OF 02 ACADEMIC CAREER: 01 OF 02					
UIC: 44███ STUDENT ID: 16███									
COURSE	TITLE	CRS	GRD	EH	COURSE	TITLE	CRS	GRD	EH
UNDERGRADUATE RECORD									
Request Reason: Web Transcript Request				ADVANCED PLACEMENT CONVERSION 09/01/20██ 0.00 TRANSFERRED TO TERM FS██ as HST 203 U.S. History Since 0.000 WVR 1876					
TRANSFER CREDITS TRANSFER CREDIT FROM MICHIGAN STATE UNIVERSITY APPLIED TOWARD COLLEGE OF SOCIAL SCIENCES PROGRAM INCOMING COURSE				ADVANCED PLACEMENT CONVERSION 09/01/20██ 0.00 TRANSFERRED TO TERM FS██ as PLS 100 Intro to American 0.000 WVR Politics					
HST	150	WORLD HISTORY SINCE 1500	4.000		PROGRAM: 07/20/20██ COLLEGE OF SOCIAL SCIENCES ACTIVE IN PROGRAM POLITICAL SCIENCE SOCIAL SCIENCE QUANTITATIVE DATA ANALYTICS GERMAN				
HST	150	WORLD HISTORY SINCE 1500	4.000		FALL SEMESTER 20██				
CJ	110	INTRO TO CRIMINAL JUSTICE	3.000		09/01/20██ - 12/17/20██				
CJ	110	INTRO TO CRIMINAL JUSTICE	3.000		GRM	101	ELEMENTARY GERMAN I	3.00	
HST	150	WORLD HISTORY SINCE 1500	4.000	No Rule	MTH	116	COLLEGE ALGEBRA & TRIGONOMETRY	5.00	
CJ	110	INTRO TO CRIMINAL JUSTICE	3.000	No Rule	PLS	202	INTRODUCTION TO DATA ANALYTICS	3.00	
TRANSFER CREDIT FROM LANSING COMMUNITY COLLEGE APPLIED TOWARD COLLEGE OF SOCIAL SCIENCES PROGRAM				WRA 101 WRITING AS INQUIRY 4.00 TERM TOTALS 15.00 TERM GPA ███ CUM TOTALS 40.00 CUM GPA ███					

Many thanks to Rachel Powell (2020 MSU Fulbright IIE applicant), and Nolan Rachocki (2023 MSU Fulbright IIE applicant) for their help in creating and updating this step-by-step guide!