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)
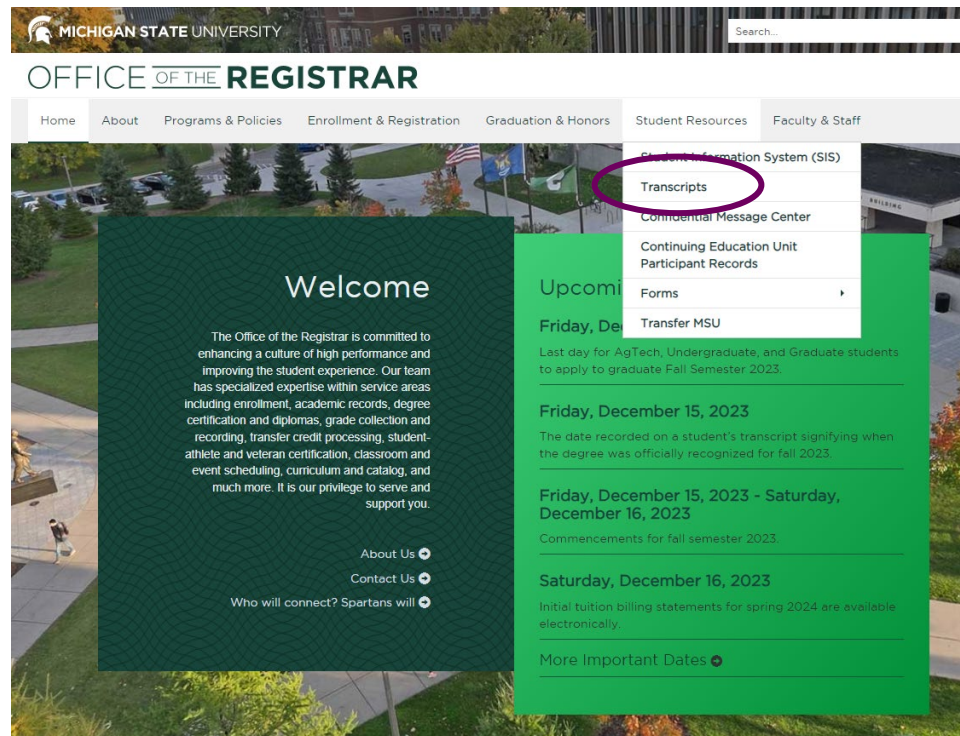   a.   Free, takes 1-3 business days, available via the Registrar

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."

Step 3.

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

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.

Important Links

Transcript Home

Request a Transcript

View Request History

Mail-in Form

Access an Electronic Transcript

Former Grading Systems

Transcript Key

LOG OUT ➔

Personal Information

Order Date
10/14/2023

First Name*

Middle Initial

Last Name*

Name of Record at MSU

PID

Date of Birth*

Phone Number* ❷

Email Address

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:* ❷
- ☑ Transcript
- ☐ Spartan Experience Record

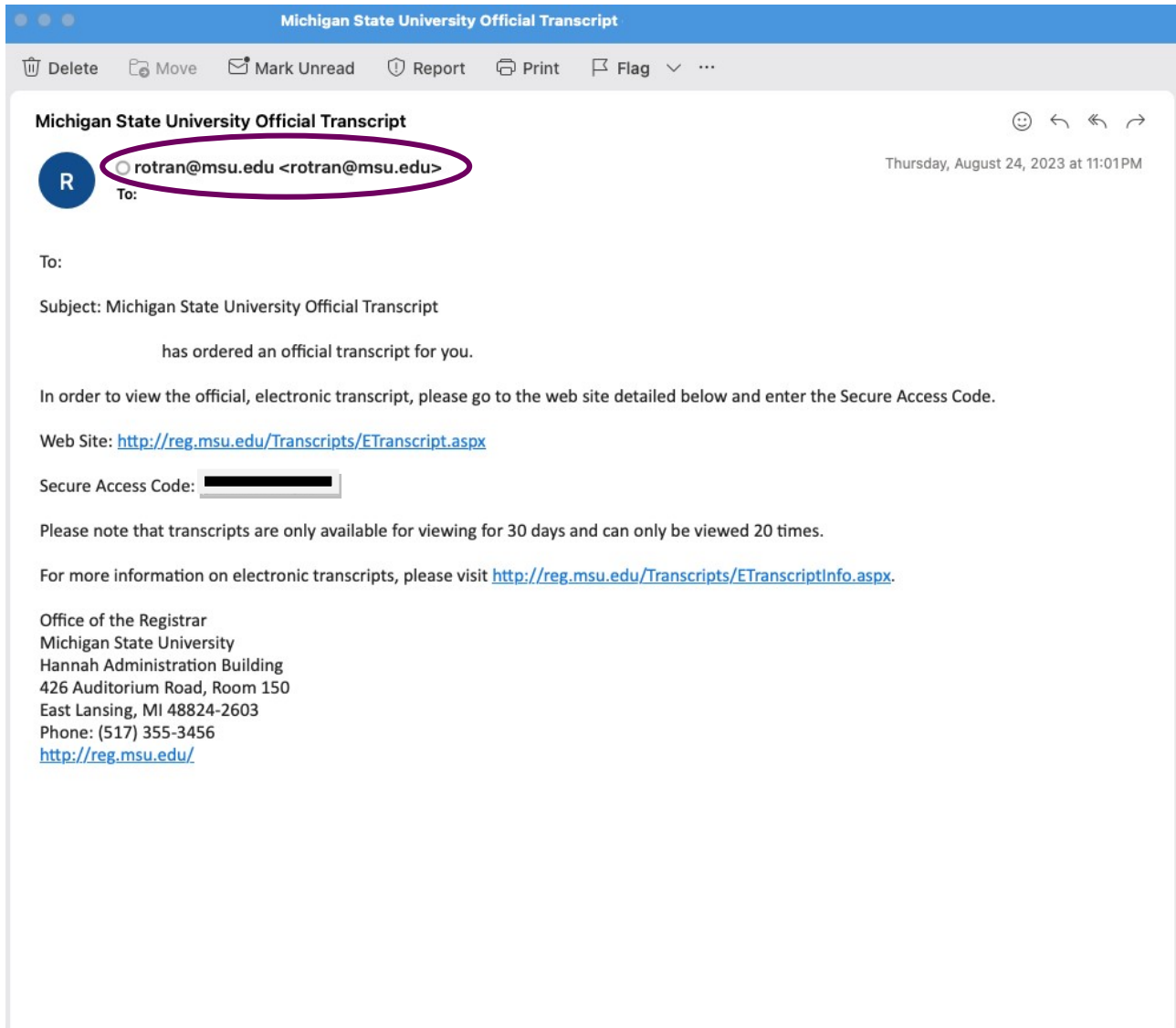**Is the order going to be sent to you?***
- ◯ Yes
- ◯ No

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.

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):

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):

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.
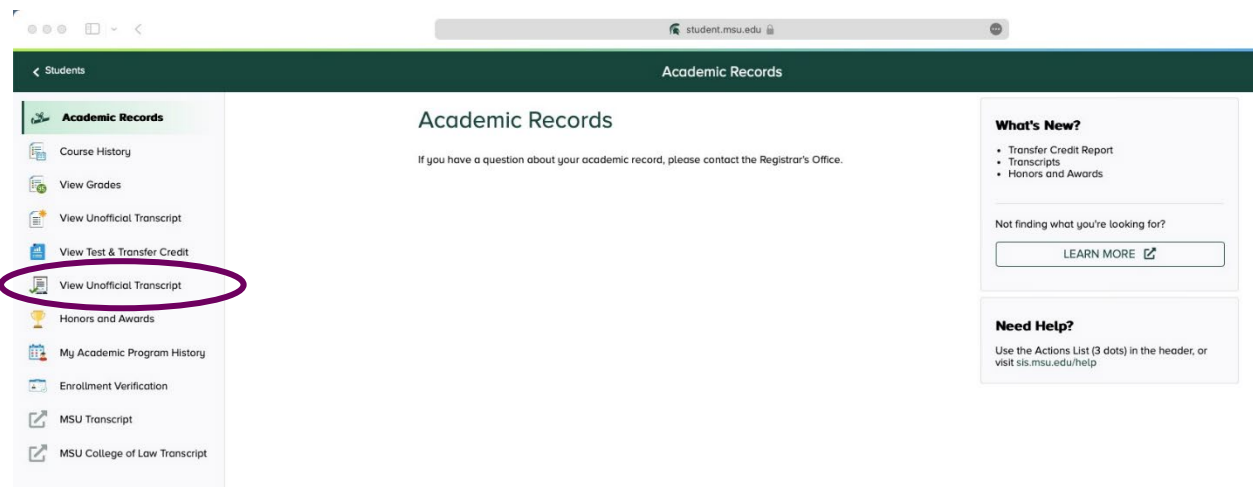

Step 2.

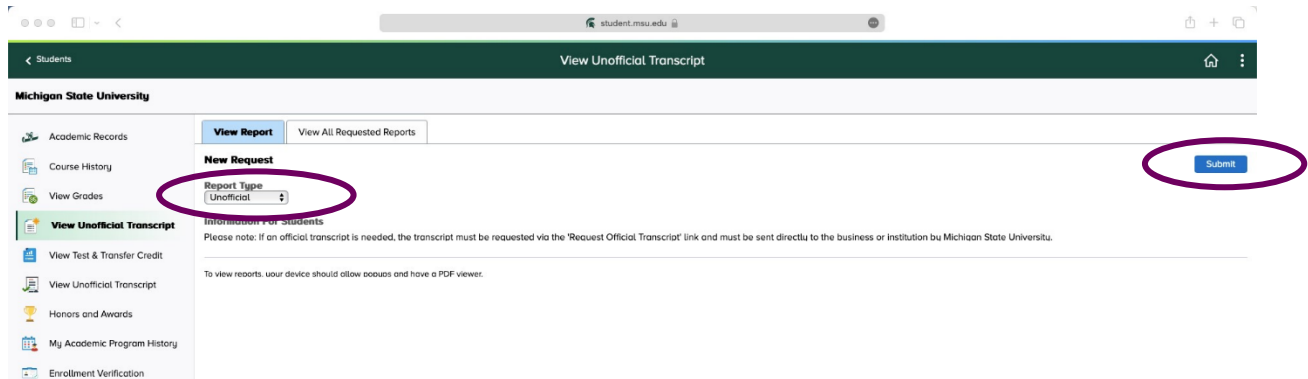Within your SIS account, go to the "Academic Records" tile:
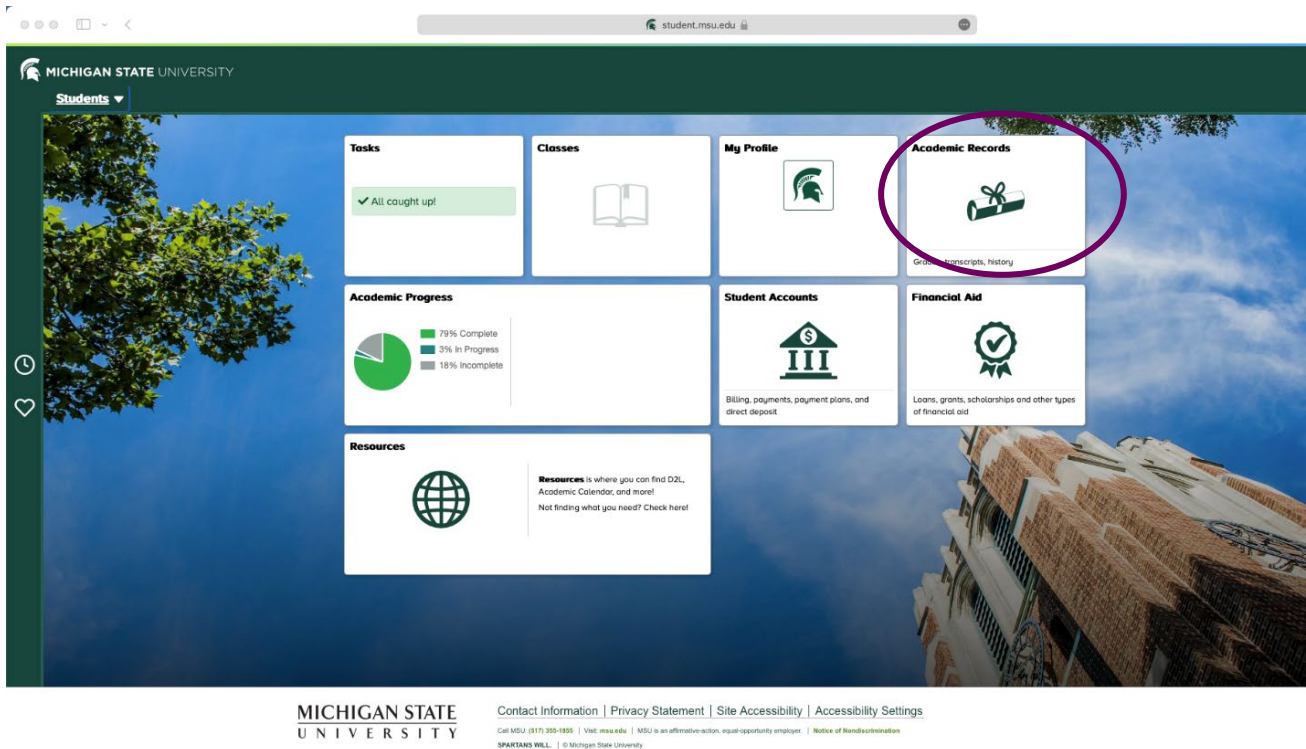
Step 3.

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:

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!