Faculty Transcript Procedures FAQs

Q: Do you accept certified electronic transcripts, and if so, where should they be sent?

A: Yes – Electronic transcripts are acceptable if they are sent directly from the academic institution to the hiring department. Both the original email with the access code and the email with the link to retrieve the document should be included when transcripts are uploaded to the Smart Onboarding portal.

Q: Can a department accept a transcript issued to the student that has been opened?

A: No – Transcripts issued to the student are only acceptable if they arrived at the department in the original sealed unopened envelope. When the department opens the envelope, they must note on the first page of the transcript that they opened it, sign and date it, and include the envelope along with the official transcripts upon sending them to Human Resources-Employee Data Management.

Q: If a candidate's documentation of degree is not currently available, can I still hire them?

A: If official documentation of terminal degree is not available (e.g., degree has not yet been posted to the transcript, transcript has not yet been received), the department may request the candidate be appointed in Provisional status due to extenuating circumstances. The steps to request Provisional status can be found [here](#).

If Provisional status is approved, the electronic job offer, offer letter and contract must reflect the Provisional status. The documents must state: *"This appointment is provisional and will not extend beyond one academic year unless appropriate credentials are received and certified."*

When official transcripts are received by Human Resources, the provisional status can be removed by submitting a personnel action form.

Q: If a certain degree is required, but is not showing as conferred on the transcript, can we provide a transcript showing the classes taken toward the degree instead?

A: No – The degree required must be documented as conferred on the transcript. If the official documentation is not available at time of hire, the department may request the candidate be appointed in Provisional status until the documentation can be submitted. Refer to the steps outlined in the answer above.

Q: Can you accept a certification of the degree from the school instead of a full transcript?
A: No – A full transcript with detailed courses and proof of degree is required unless approval is received by the Office of Faculty Development and Advancement to accept the certification in lieu of official transcripts.

Q: The candidate attended a foreign school. Does the transcript need to be evaluated and translated?
A: Yes – The transcript must be evaluated by a certified external agency that provides credential evaluations and must contain a notarized translation. The National Association of Credential Evaluation Services (NACES) provides a list of certified external agencies (e.g., World Education Services, Inc. and Josef Silny & Associates, Inc. International Education Consultants).

Q: The foreign school's program the candidate attained their degree from was not class based and transcripts are not issued. What can be provided as the official proof of degree?
A: The candidate must get a memo or letter from the school explaining that their program is not class based. The candidate will also need to take their original diploma to the FSU Office of the General Counsel and get a copy stamped as official to submit to the department with the letter from the school.

Q: The candidate attended a foreign school that does not issue transcripts. Is a copy of the diploma sufficient proof of degree?
A: No – We cannot accept the diploma alone as proof of degree. If the school does not issue transcripts, the candidate must request that the school send an official memo or letter stating that their school does not issue transcripts. The candidate will also need to take their original diploma to the FSU Office of the General Counsel and get a copy stamped as official to submit to the department with the letter from the school.

Q: Is there a policy regarding credentialing that our department can review?
A: Yes – FSU Policy 3A-2, Policy for Credentialing Faculty Members, can be found [here](#).

Additional questions regarding transcript procedures? Contact your [assigned Recruiter](#).

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