

ACCEPTANCE OF OUTSIDE TRANSCRIPTS

Policy Contact: Brooke Huntsmann (bhuntsmann@unmc.edu), UNMC Registrar

Policy Scope

The following policy applies to all UNMC applicants and students.

Policy Statement

1. UNMC will accept transcripts from US institutions as official when:
 - a. Received as a paper copy in a sealed envelope, marked as official
 - b. Received as an electronic copy from a recognized institution or organization
 - i. Electronic transcripts will be authenticated and stamped as official by the UNMC recipient.
 - c. Received as an official copy from and authenticated by an approved UNMC central application service
 - i. NOTE: Hand-carried/student-submitted transcripts will not be accepted. They must be sent directly from each academic institution via their official transcript service to UNMC
2. International Transcripts:
 - a. If required by the program, certified English translations must also be submitted for transcripts not issued in English. The certified English translation can be completed by a translator who provides a signed statement and indicates that the translation is accurate and true to the original.
 - b. If required by the program, official course-by-course transcript evaluations for credits completed at an international higher education institution must be sent to UNMC directly from a National Association for Credential Evaluation Services (NACES) member approved by the college or program. See academic program admission guidelines for direction on evaluation agencies acceptable to program.
 - c. In exceptional circumstances where the only available transcript is an original in the possession of the applicant, notarized copies may be submitted directly to UNMC.
3. Students must arrange for official transcripts to be sent to UNMC from every postsecondary institution (college/university) at which they attempted or completed academic work prior to attending UNMC, regardless of whether credit was earned. Failure to provide information regarding all post-secondary academic work attempted or completed will be considered fraudulent and may result in withdrawal of admission or dismissal from the university.
4. Non-degree applicants should consult with the college from which they are seeking admission to determine what transcripts need to be submitted.

Effective Date: February 24, 2022

Revised Date: 6/20/2023

Policy Process Applied: Standard

Policy Review Cycle: Three Years

Responsible University Administrator(s): Dr. Philip Covington, Associate Vice Chancellor for Student Success

Responsible University Office(s): Office of Academic Records