Once you are officially admitted to the College of Engineering, you will have until the end of your first term to submit your final, official transcripts to us. When possible, include a completed Transcript/Academic Record Submission Form with your transcripts. This is a helpful aid in matching your documents to your record and is mandatory for all transcripts submitted in person. Please carefully review the following information to be sure you submit the correct documents to the correct place.

### What is an official transcript?

An official transcript/academic record must be:

- An unopened, original or attested copy with an original institutional seal and signature of the Registrar.

- If it is written on the transcript, the recipient of the transcript should be the University of Michigan, not under your name.

- The attested copy should be issued and signed or stamped by the same office that issues original documents from the degree granting institution. An apostille certification is not necessary. Notarized copies are not acceptable.

### What is not an official transcript?

- Documents (paper or electronic) sent to our office by anyone that is not a Registrar (or Controller of Examinations) or equivalent.

- Documents (paper or electronic) that have been opened prior to submitting them to our office.

- A “true” copy prepared and signed by a faculty member, city or government official, or notary public is not considered official.

- An evaluation provided by a credential service such as Education Credential Evaluators.
Submit Electronically

- If requesting an e-transcript, request the Registrar (or Controller of Examinations) send an electronic transcript to engin.pro.prgms@umich.edu.
- Documents not sent by the Registrar (or Controller of Examinations) or equivalent are not considered official and will not be accepted.

Submit by Mail

- You may also request to have a hard copy of your official transcripts mailed directly to the College of Engineering. If possible, include a completed Transcript/Academic Record Submission Form with your transcripts. Official documents must arrive in an unopened envelope sealed by the issuing institution and can be sent to:

  College of Engineering, Office of Graduate & Professional Education
  Attn: Transcripts
  145A Chrysler Center
  2121 Bonisteel Boulevard
  Ann Arbor, MI 48109-2122

Submit in Person

- If you have a hard copy to submit in person, please keep in mind that it will only be considered official if it is in an unopened envelope that has been sealed and stamped by the issuing institution. If it has been previously opened, it will not be accepted as official.

- Be sure to include a completed Transcript/Academic Record Submission Form with your transcripts. This is mandatory for all transcripts submitted in person.

- Students can drop off documents to the College of Engineering Office of Recruitment and Admissions at 143 Chrysler Center Monday-Friday from 9:00am - 4:00pm.

Frequently Asked Questions

What type of transcript should I order?
Submit only official transcripts. These bear the issuing institution’s seal and the official signature of the Registrar (or Controller of Examinations). For those enrolled in degree study at the time of application, submit only the most recent in-progress transcript for that degree.
Which document formats are not accepted?

- A scanned copy of an official transcript
- Academic records printed from your school’s website.
- A paper transcript that is not sealed in the institution’s envelope.
- An evaluation provided by a credential service.
- A “true” copy prepared and signed by a faculty member, city or government official, or notary public.

How will I know when my transcripts have been processed?

Due to the global pandemic, many staff members are working remotely. The processing of transcripts has therefore been delayed, but we are working diligently to add your documents as soon as possible. Please allow up to two weeks, depending on the manner in which your documents were delivered, for Wolverine Access to reflect any updates.

Questions?

Email engin.pro.prgms@umich.edu if you have any additional questions.
To ensure that the College of Engineering can match your transcripts to your academic records, submit this form with your transcripts.

If you are unable to enclose this form, be sure to include the Attn line on your envelope as indicated below:

College of Engineering, Graduate Professional Programs
Attn: Transcripts/UMID
145A Chrysler Center
2121 Bonisteel Boulevard
Ann Arbor, MI 48109-2122

Providing incomplete information may result in your documents not being matched to your application. Prepare to submit your transcripts/academic records to the College of Engineering by completing this form online, printing it, and enclosing it with your transcripts/academic records.

Provide your Full Legal Name as it appears on your passport.

Last Name / Family Name / Surname:

First or Given Name:

Middle Name:

Birthdate (mm/dd/yyyy):

University of Michigan Identification Number (UMID #) If Known:

E-mail Address:

Other name you have used on prior academic records:

Other Last Name:

Other First Name: