Official Transcripts for UMMC Faculty Procedure

As noted in the Official Transcripts for UMMC Faculty Policy-E-AA-GEN-GEN-PO-00041, faculty are required to provide an official transcript to be considered for appointment at the University of Mississippi Medical Center.

When recruiting faculty who will be paid, interviewers need to inform prospective candidates they must provide their official transcript before the faculty appointment/employment offer is completed in the Workday offer process.

How to Provide the Transcript:

Transcripts are considered official through one of the following processes.

1. An official paper transcript received by the Office of Faculty Affairs:
   • One that has been received directly from the issuing institution in a sealed envelope.
   • An original transcript provided by the candidate in a sealed envelope from the school.

2. An electronic transcript is sent to the Office of Faculty Affairs at FacultyAffairs@umc.edu through a UMMC authorized transcript service such as Escripts, Credentials, Parchment, or National Student Clearinghouse.

3. A notarized copy of an original transcript if a candidate has the original transcript and another cannot be obtained. The candidate must bring the original transcript to the Office of Enrollment Management (Registrar’s Office). The Office of Enrollment Management will inspect and confirm the transcript’s authenticity. A copy of the original will be made and notarized that it is a true copy of the original. The notarized copy will be sent to the Office of Faculty Affairs. Please contact the Office of Enrollment Management to schedule a time to have a transcript reviewed and authenticated and a copy notarized.

For Foreign Transcripts:

Foreign transcripts must be evaluated by a UMMC approved foreign credentialing service. UMMC requires a course by course US equivalent evaluation of foreign transcripts from:

1. World Education Services (WES—www.wes.org)
   • It is recommended for candidates to opt for the WES ICAP service because the WES ICAP service sends a course by course US equivalent evaluation of the transcript in addition to a certified copy of the transcript they received from the applicant’s foreign university to UMMC. Those transcripts bear a “WES Verified” stamp, therefore, the
candidate would not have to provide an additional transcript to UMMC.

• If an applicant opts for the basic WES service, WES will only send the course by course transcript evaluation indicating the equivalent U.S. degree and the candidate will also be required to have an original transcript sent to UMMC directly from their foreign university or bring the original transcript to UMMC’s Office of Enrollment Management to have it notarized.

2. Education Credential Evaluators, Inc. (ECE – [www.ece.org](http://www.ece.org))

• If an applicant opts for the ECE service, ECE will only send the course by course transcript evaluation indicating the equivalent U.S. degree and the candidate will also be required to have an original transcript sent to UMMC directly from their foreign university or bring the original transcript to UMMC’s Office of Enrollment Management to have it notarized.


• If an applicant opts for the CGFNS service, CGFNS will only send the course by course transcript evaluation indicating the equivalent U.S. degree and the candidate will also be required to have an original transcript sent to UMMC directly from their foreign university or bring the original transcript to UMMC’s Office of Enrollment Management to have it notarized.

Evaluations will be accepted by the Office of Enrollment Management via postal mail or electronically directly from the credentialing service. Other credentialing services or modes of delivery are considered on a case by case basis. When a candidate requests the course by course evaluation they should inform the UMMC department business administrator or appropriate administrative personnel in the department or dean’s office when the request was made. The department business administrator or appropriate administrative personnel in the department or dean’s office will then contact the Office of Enrollment Management to let them know that the request has been made so they can check for receipt of the evaluation. When the Office of Enrollment Management has received the evaluation they will email the department business administrator or appropriate administrative personnel in the department or dean’s office, the Office of Faculty Affairs, and Human Resources with the evaluation.

Documentation of the Receipt of the Official Transcript and Course by Course US Equivalency Evaluation (if applicable):

When the Office of Faculty Affairs receives the transcript and course by course US Equivalency Evaluation (if applicable), this is recorded in One Drive in the Faculty Transcript folder.

If the Office of Faculty Affairs receives the transcript directly from the school or an authorized transcript service, a notification email will be sent to the Department Business Administrator or appropriate administrative personnel in the department or dean’s office by the Office of Faculty Affairs regarding receipt and authenticity of the documents.

The Office of Faculty Affairs will verify that an authentic official transcript or notarized copy and course by course US Equivalency Evaluation (if applicable) have been received by UMMC before approving a faculty appointment/offer letter in Workday.

Faculty transcripts and course by course evaluations for foreign transcripts (if applicable) will be scanned, stored, and maintained by UMMC Human Resources in a designated area during the faculty member’s employment and after their separation.