Faculty candidates are required to provide an official transcript to the Office of Faculty Affairs to be considered for paid faculty appointments at the University of Mississippi Medical Center. Transcripts are considered official through one of the following processes.

• Official transcript of the terminal degree is provided to UMMC from another educational institution;

• Electronic transcript is sent through a UMMC authorized transcript service such as Escripts, Credentials, Parchment, or National Student Clearinghouse; or

• Notarized copy of an original transcript when original transcript cannot be obtained from the granting institution.

Note: 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 World Education Services (WES – [www.wes.org](http://www.wes.org)) or Education Credential Evaluators, Inc. (ECE – [www.ece.org](http://www.ece.org)), or Commission on Graduates of Foreign Nursing Schools ([http://www.cgfns.org/](http://www.cgfns.org/)). Evaluations will be accepted 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.

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

Variations from this process will be reviewed by the Chief Faculty Affairs Officer and approved by the Office of the Associate Vice Chancellor for Academic Affairs only upon a showing of extraordinary circumstances, where no other adequate remedy is available. Mere inconvenience is not a sufficient basis for variance from the requirement listed above.

SCOPE: All schools

PROCEDURES: To view procedure, click the link below.
Official Transcripts for UMMC Faculty