Q – Why do prospective faculty have to provide a transcript?
A – Just as clinicians must provide official documentation to obtain clinical privileges, individuals seeking a faculty appointment must provide official educational documents.

Q – Why must the transcript be provided before faculty are hired?
A – UMMC is responsible for validating the educational credentials of faculty before the individual can be offered a contract with a faculty title.

Q – Why do foreign transcripts need to have a course by course evaluation?
A – First, a course by course evaluation provides the number of equivalent US semester hours for each course allowing the institution to review how many hours of coursework faculty have related to particular subjects. Second, the evaluation provides a US Degree Equivalency statement which provides not only the equivalent US degree but also whether the degree was received at an institution equivalent to a regionally accredited US institution.

Q – Why does the transcript need to come from an approved agency?
A – UMMC accepts transcripts and evaluations from WES, ECE, and CGFNS because these services have consistently provided accurate and complete evaluations with all needed information. UMMC approves of the way documents are submitted to the evaluation agency and the information available on the final report. Other evaluation services may be considered on a case by case basis if the evaluation cannot be completed through one of the three approved services.

Q – What if I only have one copy of my transcript?
A – UMMC will accept a copy of the original transcript when it has been reviewed and notarized by someone in the Office of Enrollment Management/Registrar’s Office.

Q – How do I get a notarized copy of my transcript?
A – Contact Christi Hardy in the office of Enrollment Management/Registrar’s Office at chardy@umc.edu or (601)815-9310 to schedule an appointment.
Q - Can I provide a notarized copy of my transcript?

A - In rare cases, exceptions may be made allowing notarized copies of a transcript to be accepted as official, but this is evaluated and allowed on a case by case basis once extenuating circumstances have been investigated.

Q - What is meant by “official” transcript?

A - Official refers to the method of transmission of documents and information to the institution. To be an official transcript, the document must be sent via postal mail or sent electronically directly from the institution or through a certified third party transcript service. Individuals can submit documents themselves, and they will be considered official if and only if the document is in the original sealed envelope issued by the institution. Submitting a document/electronic transcript through official means allows UMMC to see the document/electronic transcript has not been exposed to tampering.