

MICHIGAN STATE **UNIVERSITY**

August 18, 2021

Official Transcripts and Proof of Degree Award

To Whom It May Concern:

Michigan State University requires all applicants to our graduate programs to request final, official, postsecondary academic records be sent to us. To that end, we ask applicants to request official hardcopies of all postsecondary transcripts and degree diplomas, as proof of program completion and degree award.

Please assist our applicant by ensuring official, copies of the transcripts and/or degree diploma can be sent to Michigan State University in an official, sealed, envelope.

Alternatively, if this is not possible, please provide the applicant with an official PDF electronic copy of the transcripts and/or diploma, as well as the name and email address of an appropriate registrar/records/examination office contact whom we can contact to confirm the records.



Office of Admissions

Hannah Admin. Building
426 Auditorium Road
Room 250
East Lansing, MI
48824-2604

517-355-8332
Fax: 517-353-1647
admis@msu.edu
www.admissions.msu.edu

If easier, in lieu of an official copy of a diploma, we would also accept an official letter issued by your institution's student records office, clearly indicating the name of the degree, the fact it was awarded, and the date of award, in an official/sealed envelope, in the original language (if applicable) and English.

Precise guidelines on what international academic records, including degree diplomas, are needed are noted on our graduate school website:
<https://grad.msu.edu/internationalapplicants>

Please reach out to me if you have any questions or concerns.

Sincerely,

Patrick Leahy, PhD
Senior International Credential Analyst
leahypat@msu.edu