

How to Determine the Status of a Transcript

Transcripts for admissions must be sent directly to Enrollment Processing Services (EPS) at 3301 College Avenue – P.O. Box 299000, Fort Lauderdale, FL 33314-9905.

- Transcripts
 - Official (doc type **OTRAN**)
 - Printed on school's official paper and has the following:
 - School's name
 - Student's name
 - Issued To Student
 - School's seal
 - Registrar or authorized signature
 - Emailed from a transcript service provider or from a school that transmits electronically to NSU. These transcripts are downloaded daily by EPS or received daily in an email that requires a password to open the document. Transcript service providers include Docufide, National Student Clearinghouse, Scrip-Safe, SMART (Navy and Marine), and AARTS (Army)
 - Submitted in a school's sealed envelope (i.e. the envelope is glued closed)
 - A student can submit a transcript that was mailed from the institution to the student in a sealed envelope and has no signs of tampering.
 - A student can pick up and submit an official transcript from another institution in a sealed envelope and has no signs of tampering.
 - A transcript is still considered official if it is stamped Issued to Student (as long as it meets the criteria listed above).
 - A transcript is not official if it is stamped "Student Copy" or has a watermark printed across the page indicating "Student Copy"

- Unofficial (doc type **UTRAN**)
 - Stamped, written, or has a watermark stating “Student Copy” or “Student Copy” is printed across the page.
 - Does not have the school’s seal. The seal does not have to be a ‘raised’, it can be printed on the transcript, like our (NSU) transcript
 - If the student has opened the transcript before submitting
 - If the transcript was faxed or emailed by the student
 - Emailed by the institution **without** using a secure process through an approved agency
 - Transcript says “Copy of Official Transcript”
 - Not on school’s official transcript paper (printed on white paper)
 - Has school’s name, but states “Unofficial Transcript”
 - Foreign Transcript without an evaluation
 - Opened off campus or by someone other than an EPS staff member. If the transcript is opened in error, it needs to be sent to the University Registrar’s Office with the envelope it was received in and with an explanation of why it was opened instead of being submitted directly to EPS.
- Unofficial Academic Record (new doc type **UAR**) can be used for academic advising, but cannot be used for admissions purposes as an unofficial transcript.
 - Looks like a transcript, but there is a URL at the top or bottom of the page which signifies the student printed it from a self-service student portal.
 - Academic History and/or Advising Report (like our CAPP report)
 - MyBC, My Academic, or any “My” report which signifies a self-service student portal.
 - Document called a “report” and not a “transcript”.
- Foreign Credentials—NSU may accept the evaluation of foreign credentials from agencies recognized by the Department of Education, the United States Immigration and Naturalization Service, National Association of Credential Evaluation Services (NACES), and other recognized governmental and private agencies that are approved by

NSU's Executive Administration. Official foreign credentials from schools which are accredited by a United States regionally accrediting body will be accepted without an evaluation and coded as an ODEVAL.

- Official (doc type **ODEVAL**)
 - Evaluation which states “prepared based on official **original** academic credentials’. This statement can be found in the first paragraph.
- Unofficial (doc type **UDEVAL**)
 - Evaluation which states “prepared based on **photocopies** of official academic credentials’. This statement can be found in the first paragraph.
- High School Transcripts are not addressed separately in this document, but they are coded as official (OHSTR) and unofficial (UHSTR) just like the transcripts discussed above.
- Most Service Applications (SAPP doc type) for Professional Programs have transcripts attached which are used to make a decision on the student's admissibility, but are not used to satisfy a full admit status. Once the student is offered admissions he or she must provide all final official transcripts to be fully admitted.
- The Official and Unofficial transcript stamp will no longer be accepted. If the envelope is opened or the seal is broken, the transcript will be considered unofficial. Prospective and current students are to send all admission-related documents to NSU's EPS mail code/address and not to individuals or individual departments.