



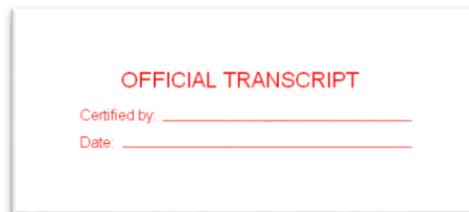
## UNIVERSITY OF CENTRAL FLORIDA

### Transcripts or U.S. Equivalency Evaluations for Teaching and Non-teaching Faculty Hires (including adjuncts and post docs)

#### Official Transcripts

“Official” transcripts are not synonymous with original paper transcripts printed on university parchment or electronic copies of transcripts. A transcript is considered official only if it is delivered to the UCF hiring unit in a sealed envelope or sent directly to UCF personnel via electronic means by the issuing institution (see *Electronic Transcripts Guidelines*). The transcript is then marked “certified” as having been received under these conditions.

Most departments/units have an “official transcript stamp” to mark transcripts official. The stamp would look as pictured below and the UCF personnel that received the transcript would sign and date in the fields provided, reflecting the date they opened the paper transcript or received the electronic version from the issuing institution.



Stamps are available from Academic Affairs upon request. Please email Coral Rojas for more information.

Please be sure to always redact social security numbers (SSNs) before emailing scanned transcripts.

#### *What if a final transcript is not yet available?*

A letter may temporarily substitute for a final official transcript ONLY when ALL degree requirements have been successfully completed but the degree has not yet been conferred.\*

**\*does not** apply for credentials earned at non-U.S. institutions

The letter must be issued by an appropriate official (e.g., department chair, registrar) at the institution where the faculty member is enrolled and should contain the following information:

- confirm successful completion of all degree requirements (including successful defense of the dissertation, if applicable)
- date the degree will be conferred
- identify degree major/program/specialization

Note: Final official transcripts must be obtained as soon as it becomes available and forwarded to Academic Affairs upon receipt.

## UCF Transcript Requests for Faculty Employment

Faculty members who need a UCF transcript for purposes of their UCF employment may request an original transcript at no cost through their college dean's or VP's office. UCF graduates who need a UCF transcript for purposes of A&P or USPS employment at UCF should follow procedures established by the Office of Human Resources.

Below are the official procedures for requesting transcripts for faculty members (**including adjuncts and postdocs**) who have graduated from UCF, at no charge. These requests are only accepted from certain personnel at the college/area level. If you're not sure who the assigned personnel is for your college, please email Coral Rojas.

- 1) Authorized college personnel will email a designated person in the registrar's office with the subject line "Faculty Employment Transcript Request" and include the following information:
  - name of the faculty member
  - hire date
  - employee ID number
  - title (e.g., assistant professor, instructor, etc.)
  - hiring department/unit
  - name of person picking up the transcript(s)\*\*

\*\*This person will need to provide ID in order to receive the transcript(s). A faculty member may pick up his or her own transcript and deliver it in the sealed envelope to the hiring unit but he or she may not pick up a transcript for any other faculty member.

- 2) The registrar's office will alert the designated college personnel when the transcript is ready for pick up
- 3) The person identified in the email can then pick up the transcripts from the registrar's office on the first floor of Millican Hall. The registrar's office will not send transcripts via campus mail.

### Important Considerations:

- Please make sure that the degree is conferred **before** making the transcript request. Requests require at least **two (2) business days** to process. Allow up to seven (7) business days during busy registration periods and just following commencement. Please time your transcript requests accordingly.
- Transcripts can **only** be picked up by authorized personnel (the assigned person should be identified in the email request).

## Electronic Transcripts Guidelines (only acceptable for U.S. degrees)

- The electronic transcript must be sent directly from the granting institution to UCF personnel in the hiring unit or college. The identified UCF personnel should have to log in to a secure site in order to access the transcripts (usually the university/agency issues a username and password email that is time sensitive).
- **Under no circumstance** can an electronic transcript PDF be accepted from a faculty member via email (even if it has embedded security certificates).
- A full color version of the electronic transcript should be printed and stamped as “official” for the hiring file and teaching certification. Any relevant supporting documents related to the electronic transcripts should also be printed, marked official, and scanned (for upload to the FQMS). Such supporting documents can include a letter of authenticity or cover sheet that precedes the student record as well as the email sent to the UCF staff member describing how the transcript was retrieved. When printed, electronic transcripts may have a watermark that says “copy of official transcript.” As long as the preceding conditions are satisfied, the transcript is still considered official.
- If you are unsure about a particular case, please consult with Coral Rojas in the Office of Academic Program Quality.

*Sample electronic transcript statement of authenticity (usually included in PDF file)*



Student Development and Enrollment Services  
Registrar's Office

### How to Authenticate This Official Transcript From the University of Central Florida

This official transcript has been transmitted electronically to the recipient, and is intended solely for use by that recipient. If you are not the intended recipient, please notify the Registrar's Office at the University of Central Florida. It is not permissible to replicate this document or forward it to any person or organization other than the identified recipient. Release of this record or disclosure of its contents to any third party without written consent of the record owner is prohibited.

This official transcript has been digitally signed and therefore contains special characteristics. If this document has been issued by the University of Central Florida, and this document is viewed using Adobe® Acrobat version 6.0 or greater, or Adobe® Reader version 6.04 or greater, it will reveal a digital certificate that has been applied to the transcript. This digital certificate will appear in a pop-up screen or status bar on the document, display a blue ribbon, and declare that the document was certified by the University of Central Florida with a valid certificate issued by GeoTrust CA for Adobe®. This document certification can be validated by clicking on the Signature Properties of the document.

 The blue ribbon symbol is your assurance that the digital certificate is valid, the document is authentic, and the contents of the transcript have not been altered.

 If the transcript does not display a valid certification and signature message, reject this transcript immediately. An invalid digital certificate display means either the digital signature is not authentic, or the document has been altered. The digital signature can also be revoked by the transcript office if there is cause, and digital signatures can expire. A document with an invalid digital signature display should be rejected.

## Hiring Faculty with non-U.S. degrees

UCF requires that any employee (including faculty, adjuncts, and post docs) that has earned a degree at a non-U.S. institution have it evaluated for U.S. equivalency. This is not to be confused with translation services (although that may be a required component of the evaluation process). Transcripts in English or from English speaking countries are not exempt from this requirement.

The evaluating agency will conclude whether the faculty member has earned a degree comparable to one earned at a regionally accredited institution in the U.S. The faculty member would have to go through the U.S. degree equivalency evaluation process for their highest and other qualifying degrees, if applicable, by either paying for the evaluation themselves or having the hiring unit pay the evaluation fee for them.

Currently, UCF only accepts U.S. degree equivalency evaluations for faculty credentials obtained outside of the U.S. from:

[- Josef Silny and Associates, Inc. International Education Consultants \(JS&A\)](#)

[- World Education Services, Inc. \(WES\)](#)

A copy of the equivalency evaluation should be sent directly to the UCF hiring unit from the approved evaluation agency. The original should then be stamped official by the personnel that opens/receives the evaluation and included in the faculty member's hiring file.

Things to remember when hiring faculty with foreign credentials:

[http://apq.ucf.edu/files/Hiring\\_Faculty\\_with\\_Foreign\\_Credentials.pdf](http://apq.ucf.edu/files/Hiring_Faculty_with_Foreign_Credentials.pdf)

## Accredited Institutions

UCF faculty (teaching and non-teaching) must hold degrees from accredited institutions. For candidates with degrees earned in the U.S., the degree-granting institution must be accredited by an agency or body recognized by the [U.S. Department of Education](#) or the [Council for Higher Education Accreditation](#). Candidates with non-U.S. degrees can still meet this 'accredited institution' standard, but the credential documentation must be reviewed by one of the UCF-approved credential evaluation services (Josef Silny and Associates, Inc. or World Education Services, Inc.) and the report provided will need to demonstrate that the degree is **equivalent** to a U.S. degree earned at an accredited institution, thereby meeting the minimum qualifications. The threshold for equivalency is established by the respective evaluation agencies and is based on knowledge of country-specific educational systems and quality assurance standards. Whether the candidate earned their degree from a domestic or international institution, the hiring department/unit has until the posted hiring package deadline to submit appropriate credential documentation.