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| ELAR Logo | Official Transcripts/Degree Conferral – An Overview | | |
| **Verifying that the transcript is official:**  When reviewing a transcript to verify that it is official, a licensure evaluator must be able to see the **Registrar’s signature**. Note: transcripts sent directly to the applicant from eSCRIP-SAFE (or any other provider of electronic transcripts) that lack a Registrar’s signature, are not considered official transcripts for the purpose of licensure. See example below. | | | |
| Example of transcript sent directly to student from eSCRIP-SAFE without Registrar’s signature. | eSCRIP-SAFE transcript lacking Registrar’s signature | |  |
| Examples of transcripts bearing legible Registrar signatures. | **Example of Registrar's signature** | **Second example of Registrar's signature** | |
| **Verifying degree conferral:**  Along with verifying that a transcript is official a licensure evaluator may also need to verify conferral of a degree (verification of Bachelor or Master’s degree). To verify conferral of a degree the transcript must note **degree conferred as well as conferral date**. See examples below. | | | |
| Examples of transcript indicating degree conferred and conferral date. | Example of transcript indicating degree conferred and conferral date | **Second example of transcript indicating degree conferred and conferral date** | |
| For guidance on how to upload documents into your ELAR account, please refer to the *How to Upload Documents to ELAR: A Step-by-Step Guide* which can be found on the Office of Educator Licensure’s website (<https://www.doe.mass.edu/licensure/>). Click on the Forms, Guidelines, and Regulation’s link in the Licensure Requirements module on the main page:  Link to Forms, Guides, and Regulations on Office of Educator Licensure webpage | | | |