

## PROGRAM DIRECTOR RANDOM AUDIT

### SAMPLE RANDOM AUDIT NOTICE

REVISED: APRIL 2012

#### **US DEGREE TRANSCRIPT VERIFICATION ADDENDUM**

- Program directors can accept an electronic transcript from the Registrar's Office for a US Degree only with the following provisions:
  - The transcript is sent directly to the program director via e-mail from the Registrar's Office where the degree was obtained.
  - The Subject Line on the e-mail states: XYZ University Official Transcript
  - In the body of the e-mail it states: Jane/John Doe has ordered an official transcript for you.
  - In the body of the e-mail it states: In order to view the official, electronic transcript, please go to the web site detailed below and enter the Secure Access Code.
  - In the body of the e-mail the Institution's web direct link is provided to obtain the official transcript on the Institution's letterhead.
  - In the body of the e-mail the Institution's secure Access Code is provided.
- You must include the e-mail from the Registrar's Office addressed to the program director stating how access the electronic transcript.
- You must include the printed page from the Office of the Registrar with the institution's name stating Secure Access Code Verification, or certifying that the program director was the intended recipient of the electronic transcript.
- You must include the electronic official transcript stating the degree and date of conferral, awarded or graduation.