



Transcripts - Submission Instructions

Transcript Requirements:

We require official transcripts from all post-secondary institutions (colleges or universities) for any and all coursework for which you registered. This includes courses that were complete or incomplete or from which you withdrew.

Acceptable Transcripts:

The College of Nursing requires that you submit official transcripts from every post-secondary institution you have attended; this includes coursework not related to nursing. To be official, transcripts must be sealed by the academic institution issuing the academic record. Transcripts are to be submitted to the Office of Student Affairs at the College of Nursing.

Unacceptable Transcripts:

We are unable to accept transcripts that have been opened or are not officially sealed by the institution. We also cannot accept transcripts that are not on security paper or do not contain all appropriate information: institution name, contact information, official seal, student name, and student identification number.

**If transcripts are submitted in an atypical format and/or are missing information required, the agency issuing the transcript must accompany the document with a signed letter explaining the format and their contact information.*

International Transcripts- Nursing/Medical Related:

All international nursing or medical-related degrees or transcripts must be evaluated through CGFNS International. The evaluation service report submitted to our office must be officially sealed. For more information, visit: <http://www.cgfns.org>

International Transcripts- Non-Nursing/Medical Related:

Non-nursing/medical international transcripts must be translated and evaluated if they: are not in English, do not use a grading scale we recognize, or do not account for course units like US institutions. Translation and evaluation must be completed by a service such as World Education Services. The evaluation report must be officially sealed.

**If you studied abroad through a program from a previous U.S. Institution, you attended and the courses are listed on your U.S. transcript as receiving US institutional credit, you do not need to submit an evaluation report. Otherwise, an evaluation report will be required. For example, an international course listed on one of your U.S. Institute transcripts as a transfer credit will require a separate evaluation report.*

Submission Requirements:

In order to expedite your application, all transcripts must be combined and sent in a single envelope to the College of Nursing. Have all of your transcripts mailed to your address. Do not open official transcripts; only fully sealed, official transcripts will be accepted. Once you have received all your transcripts, place them in a single, large envelope and mail them directly to the College of Nursing:

Mailing Address:	Office of Student Affairs	Street Address:	Office of Student Affairs
	College of Nursing	(For Overnight Mail)	College of Nursing, Rm 112
	PO Box 210203		1305 North Martin Ave.
	Tucson, AZ 85721		Tucson, AZ 85719