

### Transcript Tips

- For official transcripts, send transcripts directly from high schools and other schools/colleges/universities to the WVU Medicine Center of Nursing Education via [CNEAdmissions@wvumedicine.org](mailto:CNEAdmissions@wvumedicine.org). We prefer to receive them via email but if you need to send through the mail, send to:

Admissions Office  
c/o WVU Medicine Center for Nursing Education  
781 Chestnut Ridge Rd.  
Suite 1100  
Morgantown, WV 26505

- Official transcripts must be sent directly from the issuing school and must be unopened.
  - If you accidentally send the transcript to yourself, do not open it. Forward the email from the school to us using the contact information above. If you receive it by mail, do not open the envelope as once it is opened, it is no longer an official transcript.

### Unofficial transcripts

- Unofficial transcripts are acceptable for only for the application process. If offered admission, applicants must submit official transcripts.
- Submit a PDF copy of unofficial transcripts. Entire page must be included in the PDF. The PDF must be legible and not dark, distorted, or partial.
  - To scan a paper document as PDF using your phone, click on the Notes app, click on the camera icon, select Scan Documents, position phone to capture entire page.
  - Include all pages of the transcript if more than one page.
- If downloading an unofficial transcript from the other school's website,
  - From a Windows computer: click on the three dots in the top right-hand corner, click on Print, select Microsoft Print to PDF, and choose where to save it to easily attach.
  - If using a Mac: from File, go to Export as a PDF, type the file name to save it as, choose the location to save the file.
- Hint – If the steps above do not work, google how to save as a PDF and add the specific web browser or the computer system you are using so you have specific instructions.