

### Tips for Submitting Official Transcripts

- Official transcripts should be sent as a digital or electronic version to [CNEAdmissions@wvumedicine.org](mailto:CNEAdmissions@wvumedicine.org). If you accidentally send the official, electronic transcript to yourself, please forward the original email with the link to us.
- If you send official transcripts by postal mail, have them sent to the following address.  
*It often takes at least two weeks for mailed transcripts to be received.*

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 mail the transcript to yourself, do not open it. Mail it to us using the contact information above. If you open the envelope, it is no longer an official transcript.

### Tips for Submitting Unofficial Transcripts

- Scan the transcript using the scanner option on a printer.
- Tips 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.
  - Place the document on a flat surface.
  - Adjust lighting as needed.
  - Include all pages of the transcript if it is more than one page.
  - Try to flatten a transcript if it was previously folded.
- If downloading an unofficial transcript directly 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: click on File, go to Export as a PDF, type the file name to save it, and choose the location to save the file.
- Hint – If the steps above do not work, google “how to save as a PDF on an android” (or substitute the name of the device or program you are using in place of android), to find specific instructions.

## Transcript Information

Transcripts are a required part of the application packet.

A high school transcript or GED verification is required for all applicants.

**All** career, technical, vocational, and college transcripts are required, if applicable. *This includes sending a transcript for each school attended, including any with dual enrollment credit taken in high school.*

Unofficial transcripts are accepted for the application. Applicants offered admission to our program are required to submit all final official transcripts by the deadline before classes start (see the academic calendar on our website for deadline).

Unofficial transcripts are transcripts submitted by the applicant instead of the issuing school **and/or** include transcripts from an issuing school that shows classes still in progress.

Transcripts that are dark, faded, ripped or torn, altered, have handwriting added to them, or information cut off will not be accepted. An unofficial transcript(s) is only accepted if emailed as an attached PDF file to [CNEAdmissions@wvumedicine.org](mailto:CNEAdmissions@wvumedicine.org) by the application deadline.

All transcripts, whether official or unofficial, **MUST** have several key pieces of information. They must include the issuing school's name, the applicant's name, and coursework information including grade point average (GPA).

**Official transcripts** are sent electronically or via postal mail directly from the issuing school to WVU Medicine's CNE. All classes should be complete and do not show classes still in progress.