



School of Nursing
UNIVERSITY OF WISCONSIN-MADISON

Nurse Educator Capstone Certificate Instructions to Submit Transcripts

Please follow these steps when completing your application through the Division of Continuing Studies to the Nurse Educator Capstone Certificate program.

1. Contact all institutions where you took college-level courses, other than UW-Madison. Request to have an official transcript sent to you.
2. As you receive transcripts from the colleges/universities you attended, keep them sealed. Opening them renders them unofficial.
3. When you have received all transcripts, place the complete set along with this instruction sheet, the application checklist, and all other supplemental materials in one envelope and mail to the School of Nursing Academic Programs Student Services (address below).

Nurse Educator Certificate Instructions to Submit Transcripts

If you are a currently enrolled student at the UW-Madison School of Nursing, please indicate if your transcripts are on file.

Your Name: _____

List of institutions attended:

_____	() Transcript included	() On file
_____	() Transcript included	() On file
_____	() Transcript included	() On file
_____	() Transcript included	() On file

Notes (optional):

Materials should be sent to the following address:

University of Wisconsin–Madison School of Nursing
Academic Programs Student Services
NECP Coordinator/Graduate Admissions
Signe Skott Cooper Hall, Suite 1100
701 Highland Avenue
Madison WI 53705