

Requesting Official Transcripts for State Board of Nursing

For your State Board application it is required that they are in receipt of an official transcript which reflects the posting of your BSN degree.

You will have to routinely monitor your transcript through your WyoWeb account for posting not only of your final semester grades but for the posting of your BSN degree.

Instructors typically have until the later part of the week following finals week/graduation (e.g. *Thursday at noon*) to post their grades in the system.

The Registrar's Office will begin monitoring students who have identified that semester (e.g. *spring 2018*) as their anticipated date of graduation for successful completion of degree requirements starting the Monday following the grade submission deadline. As information is available and verified, degrees will be posted on individual student records. You can monitor your transcript for this posting. Please note that this process could take a couple of weeks or so. Please be patient and keep checking your records. Our Degree Analyst will be posting degrees as quickly as possible; we are all aware of the need to get your transcripts out in order to be eligible for your NCLEX testing.

What to Watch For on your WyoWeb Transcript...

At the top of your transcript you will find a 'DEGREES AWARDED' section located below the 'STUDENT INFORMATION' section. Once your degree has been awarded and posted, it should reflect along the lines of what is noted in example below...

Awarded: BS in Nursing **Degree Date:** May 12, 2018

Once you have found that the Registrar's Office has posted your degree on your transcript...**THEN** you can submit your request for an official transcript for your State Board of Nursing application. Do not jump the gun and request your transcript prior to the posting of your degree; otherwise, you will have to request another transcript and thus delay issuance your authorization to test for the NCLEX.

Request your official transcript online via WyoWeb...

- Under **WyoRecords**, click on the **Students** link.
- On the **WyoRecords** page, click on the **Student Records** tab.
- Click the **Transcripts** tab, which includes both your unofficial transcript and the request for the official transcript.
- Click the **Request Official Transcript** link at the bottom to request that an official transcript be issued. Please allow 2-3 business days for processing.
 - You will be prompted to select either **One of Your Addresses** or **Issue To**
 - You want to go with **Issue To** and enter the name of the state board for which seeking your RN licensure through; click **Continue**
 - Identify the **Transcript Type** (drop down box with choices for delivery method)
 - Select **Sealed-Mail (Seal on envelope)**

- Enter all requested information (*address for state board, etc.*) within the remaining fields on this page; click **Continue**
- You will be asked for **Number of Copies** (*automatically set to 1*); **Official Copy** should already be checked **Yes**; select **Standard Mail**; click **Continue**
- Verify information and if correct click **Submit Request** button

If you are applying through a state board of nursing that requires you to submit your official transcript with your application or through means other than the Registrar's Office mailing it directly to the state board of nursing, please contact the Registrar's Office for further guidance and best delivery method.

Tracking your Transcript Request...

You can also track your request to see when mailed out. Instead of clicking on **Request Official Transcript**, you can click on **Transcript Request Status**. Follow steps from there to see the status of your request.

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