



## Frequently Asked Questions (FAQs) Pre-Licensure Program Application

### 1. Q: If [starid@go.minnstate.edu](mailto:starid@go.minnstate.edu) is not my university email address, only my login, how do I find my email address?

A: The easiest way is to click **Reply** to an email already in your inbox. Next, review the initial message from the thread below. Your email address will be listed after **To**:

Your email address should be [firstname.lastname@mnsu.edu](mailto:firstname.lastname@mnsu.edu), but may contain numbers if other students at MSU have your same name.

### 2. Q: Do my transcripts need to be official or unofficial?

A: Transcripts can be unofficial. Official transcripts will also be accepted, but are not necessary.

### 3. Q: Should I include my unofficial MSU transcript along with my transfer transcripts?

A: Yes. You must include a transcript from each college/university you took college courses at, or are currently in-progress of this term. This includes any college credits taken while in high school.

### 4. Q: How do I access and print my unofficial transcripts?

A: To access your unofficial transcripts from MSU or other colleges/universities in the Minnstate system:

- 1) Login to [eServices](#)
- 2) The Dashboard lists your MinnState schools under **My Minnesota State School Summary**
- 3) Select the appropriate school.
- 4) Click **Academic Records**, then **Unofficial Transcripts**
- 5) Select **Get Academic Record**
- 6) Click the red & white PDF button on the upper right side of the transcript to download a printable version
- 7) Repeat process for each Minnstate school as needed.

A: If you do not have a copy of your transcript from your non-Minnstate school(s), you will need to request one. Visit the school's website early to request/order an unofficial transcript in a timely manner, prior to the application deadline.

**5. Q: How do I access and print my Degree Audit?**

A: Follow the instructions:

- 1) Login to [eServices](#)
- 2) Click **Academic Records**, then **Degree Audit**
- 3) Click **Open Degree Audit**
- 4) Login with StarID and Password.
- 5) Select **Run Declared Programs** button.
- 6) Find **Nursing Program, BS** title and select **View Audit**
- 7) Select **Printer Friendly** on the right near the top of the page, then print.

**6. Q: Do I need to include my CNA certification in the application?**

A: No. The School of Nursing will confirm this requirement for admitted students at a later date. This is not an application requirement.

**7. Q: Do I need to include my TEAS scores in the application?**

A: No, if you took the TEAS Exam through MSU, we will automatically have access to your scores.

A: If you took the exam at an alternate testing site, you would need to login to your ATI account and request a TEAS transcript to be sent to MSU. The School of Nursing will confirm with you once the TEAS transcript has been received. This must be received by the application deadline.

**8. Q: What materials do I need to submit?**

A: Review the application packet and follow the instructions, specifically the APPLICATION PACKET checklist, page 3.

**9. Q: What if I accidentally forget to include something when submitting my application?**

A: The School of Nursing reviews all application materials. If materials are missing, students may be contacted via university email. Follow the APPLICATION PACKET checklist, page 3, to avoid this.

**10. Q: My TOEFL/IELTS scores will not be available until *after* the application deadline, what do I do?**

A: Late applications or materials will not be accepted.