



Application Frequently Asked Questions (FAQs)

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.

Q: How do I access my unofficial transcripts?

A: To access your unofficial transcripts from MNSU or another Minnstate School:

- 1) Log into [eServices](#)
- 2) Select other College/University from **My Minnesota State School Summary**
- 3) Click **Academic Records**, then **Unofficial Transcripts**
- 4) Select **Get Academic Record**
- 5) Click the red & white PDF button on the upper right side of your unofficial transcript to download a printable version
- 6) Repeat process for other Minnstate Schools as needed

A: To access transcripts from a non-Minnstate School you should plan to reach out to that institution (online or via phone) early to ensure you are able secure a copy in a timely manner, prior to the application deadline.

Q: Should I include my unofficial MNSU transcript along with my transfer transcripts?

A: Yes. You must include a transcript from each college or university you took courses from.

Q: How do I find my Degree Audit Report?

A: To get a free printed version of your Degree Audit Report, you can visit the Campus Hub (117 CSU) and request one. To access the report on your own, follow the instructions:

- 1) Log into [eServices](#)
- 2) Click **Academic Records**, then **Degree Audit**
- 3) Select the **Request a Degree Audit**
- 4) Select **Run Declared Programs**
- 5) Find **Nursing Program, BS** title and select **View Audit**

Q: How do I know what my catalog year is?

A: You can find your catalog year at the top of your Degree Audit Report.

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.

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

A: No, if you completed the TEAS Exam through MNSU. The School of Nursing will automatically have your scores.

A: Yes, 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 MNSU. The School of Nursing will confirm with you once the TEAS transcript has been received.

Q: Should I include my MNSU transcript along with my transfer transcripts?

A: Yes. You must also include a transcript from every college or university that you previously took credits from.

Q: What materials do I need to be handing in?

A: All students applying to the Pre-Licensure Program should thoroughly read through the Student Checklist page in the application packet to ensure they are including all the necessary materials.

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 or unclear, students will be contacted via MavMAIL and should be resolved by the application deadline.