

## Requesting Your Transcripts

The transcripts requested must be “official” and can be submitted electronically or mailed directly from the institution(s) attended to the College of Nursing.

Electronic submissions can be directed to: [admissions@bshsi.org](mailto:admissions@bshsi.org)

**Be sure to request transcripts early. We must receive all transcripts by the admissions deadline.** We will retain each transcript for 12 months and match it with your online application once you submit it.

You may begin requesting transcripts even before you complete your online application. In fact, we encourage you to begin this process as soon as you decide to apply with the College of Nursing because it may take a number of weeks for all documents to be received.

- **High School Transcripts**

Regardless of how long ago you attended or in which country. Please allow four weeks for domestic transcripts.

- **International Transcripts**

Please allow three to four months minimum for international transcripts to be received by the College of Nursing. All international transcripts must be translated and evaluated by a reputable firm such as World Education Services ([www.wes.org](http://www.wes.org)) prior to our receiving them.

- **College Transcripts**

Even if you transferred credit from one college to another, we need the official transcript **FROM EVERY INSTITUTION ATTENDED**. This includes:

- A college from which you dropped out (even if you left before earning any college credits)
- A college completely unrelated to nursing (such as a college of art, chiropractic college, etc.)
- A college where you studied abroad **if** you earned college credit for courses attended at that institution (see International Transcripts above)

The importance of receiving your transcripts by the admissions deadline is very critical for your consideration to the program, and we appreciate your diligence in assuring that you request your official transcripts in plenty of time for us to receive them for review.

If your official transcript is sent mid-semester, please be sure to have a final copy sent to us at the end of the semester. Please send all official transcripts to:

Bon Secours Memorial College of Nursing  
Attention: Admissions Department/Transcripts  
8550 Magellan Parkway, Suite 1100  
Richmond, VA 23227

or

[Admissions@bshsi.org](mailto:Admissions@bshsi.org)