

Request for Academic Records / Transcripts

Order # 3364373

To School Official,

1. Complete all areas on this form. All documents must have a certified English translation (if not in English).
2. **Attach an official Academic Record / Transcript** of this applicant's nursing education. This is the official documentation or record of this applicant's courses, credits / clock hours, grades achieved, theory and laboratory hours, and clinical practice hours, and credentials earned. If document is not in English, also include a certified English translation.
3. **Attach the nursing curriculum** including detailed written course descriptions of this applicant's program of study. This can be submitted in a digital physical format (USB, CD, etc.).
4. Place the school's official seal / stamp over the flap of the school's envelope (marked **with a return address**) that contains the completed form and requested documents.
5. Send via postal mail (preferably trackable) to:

CGFNS International, Inc.
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651
USA

Student Name When Attended:	Student Date of Birth:	
	Month (Jan, Feb, Mar, ...)	Day
		Year
School Name When Student Attended:		
Current School or Authority Name Where Academic Records / Transcripts are Archived (if different name):		
Current School Street Address (P.O. Box, if needed):		
City:	State / Province:	Postal Code:
School Telephone Number:		School Web Address:
School Registrar Contact Email:		School Registrar Fax Number:

Attention: This is a customized form for use only by the applicant and Institution identified below. Do not duplicate this form for any other applicant or institution.

Questions?: Contact CGFNS International at +1 (215) 222-8454 Monday through Friday from 9:30 am to 3:00 pm (EST).