

## Submitting UGF Transcripts to NursingCAS

For OFFICIAL transcripts, you may go on line to [www.ugf.edu](http://www.ugf.edu) to order a transcript online and pay using your credit card or you can download the transcript request form and mail the request in with payment of \$10.00. Once you are at the UGF web site, type Transcript Request in the search box and take the first link that pops up or follow this link:

<http://bit.ly/1O12IFr>

This page has all of the transcript ordering instructions.

There is a link to the online order site about 1/3 of the way down the page or you can access the National Student Clearinghouse directly at [www.Nationalstudentclearinghouse.org](http://www.Nationalstudentclearinghouse.org)

When ordering your transcript, DO NOT order a PDF copy of your transcript, Nursing CAS will not accept them from the University of Great Falls. Only a mailed copy of your transcript will be accepted. **You will have the option of uploading a PDF or JPEG file to be included with your transcript. This is a how you will get your Transcript Matching Form to us so we can include it with your transcript.** Once you have completed the order, the last step is to download, sign and fax the transcript release form back to the National Student Clearinghouse.

Once your order is complete, it usually hits our system within the hour and is sent out within 48 hours.