

REQUESTING TRANSCRIPT(S) FOR PHARMACY LICENSURE

OFFICE OF THE REGISTRAR/STUDENT SERVICES



As students prepare to request transcripts from the Registrar/Student Services Office to be mailed to Departments of Professional Licensure, we ask that these forms be submitted to our office accurately, and preferably at least two weeks prior to graduation date.

FYI's

- Official transcripts requested for licensure can be requested now, but be sure to mark "Process after degree(s) are posted" on the Transcript Request Form so that your final transcript is mailed after graduation.
- Addresses for U.S. State Boards can be found at: <http://www.roseman.edu/wp-admin/post.php?post=4071&action=edit>

OFFICIAL VERSUS UNOFFICIAL TRANSCRIPTS

- **Official transcripts are \$5 each** and are printed on security paper with an explanation of our grading process on the back and bear the signature of the Registrar (Professional Licensing Boards require official transcripts).
- Unofficial transcripts are free of charge, printed on plain paper and do not bear the signature of the Registrar. Unofficial take the same amount of time to process as official.
- Either form of transcript will list all completed courses from P1, P2 and P3 years once your degree is conferred. **Neither transcripts nor any other form of correspondence from our office will include GPA, class ranking, or standing.**

TRANSCRIPT REQUEST FORM – Location and Instructions

- The form is located at www.roseman.edu, click on "Students" -> "Registrar" -> "Forms" -> "Transcript Request Form." The form is interactive to allow for all of the student information to be typed in and then print out (must be hand-signed). **No forms will be processed without a hand signature and payment. If the student has any holds we will be unable to process the request until the hold is cleared.** Forms may also be found in the Student Copy Room (or outside the Registrar/Student Services Office on the South Jordan campus).
- The form must be filled out completely as incomplete forms will delay processing. Make sure to include your Roseman University email and student ID numbers (no social security numbers).
- Check "Process after degree(s) are posted" on the form so our office will know not to process it immediately.
- If your address is out-of-date with the Registrar's Office, please include a [Contact Update Form](#) with your request, as requests will not be processed if contact information is outdated.

PAYMENT AND SUBMISSION OPTIONS

Fax: (702) 968-1643

Email: registrar@roseman.edu

- **IN PERSON:** Take completed transcript request form to the Bursar's Office to make payment in the form of cash, check, money order, or debit/credit card - (A 2% debit/credit card processing fee will apply); then take to Registrar/Student Services Office.
- **ONLINE:** Via the Bursar Payments [website](#) (note fees associated with credit/debit card payments at that link)
- **BY FAX:** Fax completed transcript request form and online payment receipt (online payment link above): (702) 968-1643
- **BY EMAIL:** Email Transcript form (hand signed/dated) and online payment receipt – online payment link above - (payment only required if requesting official transcript(s) - \$5 each to registrar@roseman.edu)
- **BY POSTAL MAIL:** Transcript Form may be mailed to respective campus address with check, money order, or online payment receipt:

HENDERSON CAMPUS: Roseman University of Health Sciences
Office of the Registrar/Student Services
Attn: Transcript Request
11 Sunset Way
Henderson, NV 89014

SOUTH JORDAN CAMPUS: Roseman University of Health Sciences
Office of the Registrar/Student Services
Attn: Transcript Request
10920 S. Riverfront Parkway
South Jordan, UT 84095

PROCESSING

Maximum processing time is 7 business days (during peak periods it could be longer).

- We do not provide expedited processing.
- An email confirmation will be sent when the request has been processed (likely the week after degree completion date).

An additional Transcript Request suggestion from Experiential Programs: Since the registrar's office contacts us for your clinical rotation information to process your transcript, please make sure you have submitted all of your "student" forms in Apollo. We will not be able to give you credit for a completed rotation unless all forms (both preceptor and student) have been submitted. It's worth double checking your account to see what may be overdue before submitting the transcript request, or it will hold up the process.