

REQUESTING TRANSCRIPT(S) FOR PHARMACY LICENSURE TO NABP

OFFICE OF THE REGISTRAR/STUDENT SERVICES



Please submit transcript requests for licensure, to be mailed to NABP, at least a week (or more) in advance of graduation, to ensure enough time for processing/mailing. Transcripts received after graduation are not guaranteed mailing the week after the ceremony.

CHECKLIST ITEMS FOR LICENSURE TRANSCRIPTS

IMPORTANT: *Transcripts are processed the week after the graduation ceremony for those students who submitted them prior to graduation. Please be mindful of when you apply for licensure in Utah, as it can take time for your transcript to post with NABP (2-3 weeks). The transcript must be available to DOPL within 30 days of the day you apply online for licensure.*

Read Dr. Johanson's email regarding APPE rotations/assessments, and the reporting of your intern hours

Visit the [website](#) for the jurisdiction(s) in which you choose to be licensed

Print or save the instructions for applying for licensure for all applicable jurisdiction licensing boards you are considering (each may require something different)

Read the [NAPLEX®/MPJE® Candidate Registration Bulletin](#)

Complete the NAPLEX/MPJE online application ([Create an NABP e-Profile to Register](#)).

This allows you to register for your examinations online. Make sure the name you use to register matches the two IDs you will use to check in, including middle name or middle initial – these will also need to match what Roseman has as your legal names, which will be on the transcript from Roseman.

Read page one of the [NAPLEX®/MPJE® Eligibility Request Form](#)

Complete (type in) pages 2-3

Page 2: Be sure to check the correct small box on page two regarding candidacy ("Select one")

Page 2: The FPGEC pertains to students who have graduated previously from a foreign pharmacy school

Page 3: Please sign/date form

Page 3: Complete the credit/debit card number as form of payment for the \$85 fee (the Registrar's Office will not handle cash or checks)

Page 3: Note the NABP address at the bottom of this page, as you will need it for the next step

Print the Eligibility Request Form

If you require Americans with Disabilities Act (ADA) testing accommodations, *find the instructions on **page 9 of the***

NAPLEX®/MPJE® Candidate Registration Bulletin (link above) for instructions on completing the documentation

Print a Roseman ["Transcript Request Form"](#) or get on campus (1st floor copy room of pharmacy building or outside Registrar's Office)

Complete the Transcript Request Form fully (*instructions below*):

Type/write your personal information at the top including [student ID #](#) (no social security numbers, please)

Type/write your Pharmacy Class of ___ (If you are also a Roseman MBA student, please choose the option that includes MBA)

Type/write the number of official transcripts you need (\$5 each)

Check "Process after degree posts" (processing will occur the week after the graduation ceremony **if received before it**)

Type/write in the NABP mailing address under the "Recipient 1" section (*address on page 3 of Eligibility Request Form*) **OR** choose "pick-up" if you will be mailing it yourself

Hand-sign/date the form (we cannot process unless it is hand-signed)

Verify that the address you list on this form matches what is in the student portal for you, if incorrect, update via a Contact

Update Form (submit with Transcript Request Form). *Processing is delayed if addresses do not match.*

Pay for the official transcript 1) [online](#) 2) in person - Bursar's Office or 3) [Mail](#) check/forms to respective campus

If paying online, print the payment confirmation page and include it with the Transcript Request Form

If paying in person, take Roseman Transcript Request Form to the Bursar's Office (*they will initial the bottom confirming payment*)

SUBMISSION OPTIONS TO NABP (two options):

- 1) Submit NAPLEX/MPJE Eligibility Form, Roseman Transcript Request Form, ADA completed form (if applies) and payment confirmation (if payment made online) to the Registrar's Office for all documents to be mailed together after degree posts
Email: registrar@roseman.edu **Fax:** 702-968-1643 or **In person to the Registrar/Student Services Office**
- 2) Submit only the Transcript Request Form to the Registrar's Office (after payment is made) check "pick-up" and once you receive the confirmation email that your transcript has been completed, you mail the package to NABP yourself.

FYI's

- **Official transcripts (\$5 each)** are printed on security paper with explanation of our grading process, bear signature of the Registrar, and are sealed/stamped
- Unofficial transcripts are free, printed on plain paper with water mark, and neither bear the signature of the Registrar nor are sealed/stamped)
Note: Unofficial transcripts require the same processing time as official transcripts
- Either form of transcript will list all completed courses from P1, P2, and P3 years
 - Transcripts do not include intern hours, this information will be provided by Dr. Johanson
 - Neither transcripts nor any other form of correspondence from the Registrar's Office includes GPA, class ranking or standing
- You can request up to three transcript recipients per Roseman Transcript Request Form (Ex: NABP, Arizona Board of Pharmacy, Self)

PROCESSING

- **Normal processing time for transcript requests is 5-7 business days (during peak periods it could be longer).**
- We do **not** provide expedited processing (so it is recommended that you submit at least a week (or more) in advance of graduation)
- An email confirmation will be sent to your student email account when the request has been processed