



If you have completed Nursing Core Courses

Process for Transferring into the PN or ADN programs at MSTC

In order to be considered for transfer into MSTC's Nursing Program, complete the following requirements. Once all of following steps have been completed, you will be notified of opportunities for transfer and a possible time line.

1. Write a letter requesting transfer to MSTC's Nursing Program. In the letter please include the point at which you wish to enter the program (1st, 2nd, 3rd, or 4th semester) and your preference for when you want to transfer. Transfer will depend on seat availability.
2. Submit the completed Transfer Student Academic Standing Form. This form can be obtained from the following link: . <http://www.mstc.edu/pdf/NursingTransferAcademicStanding.pdf>. This form should be completed by the Dean of the Nursing program that you are transferring from.

If you are not eligible to return to your current college, you would not be eligible to transfer to Mid-State Technical College.

If you are currently enrolled in a nursing program, you would need to submit a transcript showing successful completion of your current semester before you could be eligible to be admitted into MSTC's nursing program.

3. Send the form along with your official high school and current official college transcripts, course descriptions, and course competencies to:

Mid-State Technical College
Attn: Brian Sadler, Counselor
Student Affairs Admission Office
500 32nd Street North
Wisconsin Rapids, WI 54494
4. Complete and submit the required college application and \$30 fee, background information disclosure form, and submit an additional \$15 fee for a criminal background check.
5. Once the letters have been received, you will be notified that your request has been received.
6. The nursing program admission committee meets twice per semester, and the committee will review what potential openings there may be for the upcoming semesters and which semester you are eligible to enter into. We will notify you within two weeks after the meeting.
7. If you have any further questions please contact Brian Sadler – Nursing Program Counselor by email at: brian.sadler@mstc.edu.