

Dear UND transfer students joining our program as either a 2+2 or 4+1 institution:

The start of our final year of student for WCAMLS students at UND is quickly approaching. The first day of our online, summer session 2021 will begin on May 17, 2021. As you prepare for your last three semesters of study, one of the first things that need to be completed is apply for admission as a transfer student to the University of North Dakota (UND). It is encouraged that you begin this process as soon as possible as it may take a few weeks (up to 4-6 weeks) to have your application processed.

If you are currently taking an online course at UND as a collaborative student in Spring 2021 or earlier terms you will need to apply for admission to UND beginning in the Summer 2021 term.

Some key information as you begin this process:

- Register for classes in the course sections that are categorized as “UND course sections” (See registration information on the UND MLS website).
- You will pay your tuition at UND.
- Apply, review and/or verify your financial aid is being administered at UND.
- All applications require a \$35 one-time admission application fee. Admissions will not begin processing your application until this is paid.
- Upon successful completion of all coursework at UND in Summer 21, Fall 21, and Spring 22 terms your Bachelor degree certificate (BS-MLS) or certificate in MLS (CERT-MLS) will be awarded by UND.

Steps to apply to UND as a transfer student:

1. Begin your online application as a transfer student visit: <https://und.edu/admissions/transfer/apply.html>
2. Create an UND admissions account to access the online application form.  
Academic Information = **2021 Summer**
3. Complete the UND Undergraduate Admissions Application.  
When prompted select primary interest as **Medical Laboratory Science**.
4. Indicate the following information to be coded as a medical laboratory science student:  
Choose: **ON CAMPUS**  
Major/Program: **Medical Laboratory Science**  
Degree Plan: **Certificate MLS**  
Academic Term: **2021 Summer**
5. When prompted to best describe your current education goal at UND: **Earn a certificate**.

4+1 and 2+2 Students not from a WCAMLS institution

6. Submit **official Academic Transcripts** of all **College/Universities** that you have **attended**.

- Each institution you have attended should have directions on how to send an official transcript to another institution (UND).
- All official transcript(s) must be directly sent to the UND Undergraduate Admissions.

The address to submit all official transcripts is:

UND Undergraduate Admissions  
Gorecki Alumni Center  
3501 University Avenue Stop 8357  
Grand Forks, ND 58202-8357.

- Do not send your official transcripts to the UND Medical Laboratory Science program as these documents would be invalid and you would have to resubmit them (and possibly pay to resubmit your official transcripts) to UND Admissions.
- Request your official transcripts ASAP to allow ample time for your official transcript request(s) to be processed by each institution you attended.
- The process of requesting an official transcript varies among institutions. For quicker processing you may want to consider submitting official documents electronically or via next day mail. Each student is responsible for any fees that may be charged by non-UND institutions to submit an official transcript.
- If you have any questions/problems with the transfer application process, contact the Admissions office at 701-777-3822.

Upon admission to UND, you will be notified of your acceptance and receive a UND Student ID #. Once you are admitted to UND you are eligible to register courses. Course registration for Summer and Fall terms open in April 2021.

Registration details and directions will be published on the UND MLS Website.

If you have any questions, concerns, please feel free contact the UND MLS Administrative Assistant Nancy Nettum via phone at 701-777-2634 or [nancy.nettum@UND.edu](mailto:nancy.nettum@UND.edu).