



Dear Future Educator:

Thank you for requesting a transcript review prior to enrolling in the Alternative Careers in Teaching (**act!**) Program.

Follow these steps to request a transcript review:

1. Transcript Review Application Form

Complete, sign and date the Transcript Application Form below.

2. Fee

Enclose a check for \$ 75.00 per review payable to **UW Oshkosh.**

3. Official Transcripts

Official transcripts are required for all coursework. *Unofficial copies and grade reports are no longer accepted.* It is your responsibility to contact all undergraduate/graduate institutions that you have attended and order official transcripts sent to the address below at UW Oshkosh. If your official transcripts for coursework are on file at UW Oshkosh you do not need to send them again.

4. Mail to

Dr. Michael Beeth
University of Wisconsin Oshkosh
COEHS/NE 113
800 Algoma Boulevard
Oshkosh, WI 54901-8662

Determination Letter

You will receive a **Determination Letter** when your request has been reviewed. Processing time for transcript reviews is 3-4 weeks.



Transcript Review Application Form

A complete application includes:

- Signed Transcript Review Application Form
- Official transcripts, if not already on file at UW Oshkosh
- Course descriptions or syllabi, if desired.
- The required fee of \$75.00 payable to **UW Oshkosh**.

Please print

Name _____

Previous Name(s) _____

Address _____

Phone Number _____

Email _____

Transcripts are being sent from the following institutions:

I want to have my transcripts reviewed for this license:

Mathematics

Broadfield Natural Sciences

Mail to:

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University of Wisconsin Oshkosh
COEHS/NE 113
800 Algoma Boulevard
Oshkosh, WI 54901-8662