



## BISMARCK STATE COLLEGE REQUEST FOR FILE TRANSFER

EMPLID# \_\_\_\_\_ DATE \_\_\_\_\_

NAME (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE# \_\_\_\_\_ EMAIL ADDR \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### PLEASE CHECK ALL THAT APPLY:

- High School Transcript/GED
- ACT/Compass Exam Scores
- Other College Transcripts—Please list: \_\_\_\_\_

- Immunization Records
- BSC Transcript

### PLEASE SELECT THE PROGRAM YOU WANT YOUR FILES TRANSFERRED TO:

- CLINICAL LAB TECH  
Advisors: Cathy Janikowski (224-2485) Angie Uhlich (323-5482 or 224-5669)
- PHLEBOTOMY  
Advisors: Cathy Janikowski (224-2485) Angie Uhlich (323-5482 or 224-5669)
- SURGICAL TECH  
**Students must also submit an application for Surgical Tech. to be obtained from either advisor listed below: Deadline for applications is November 15.**  
Advisors: Jean Hinton (224-5722) Trudy Riehl (224-5756)
- PN/ADN  
**Students applying for PN or ADN must also include a Dakota Nursing Program application (obtained from the Admissions Office) along with any information requested above. The requested records must be picked up at the Student Records Office.**  
Advisors: Suzie McShane (224-2476) Greta Knoll (224-2431)

*Requests normally take 2 working days to process. Requests made at or near the beginning/end of a semester may require additional processing time. All copies will be stamped "issued to student" and can not be used as official copies. BSC is not required to keep information on file after 5 years.*