

DEPARTMENT OF CHILDREN AND FAMILIES

Masters Child Welfare Education Program (MCWEP)

Transcript Request Procedures

Requesting transcripts seems to be the most difficult process of applying to MCWEP. To streamline the process, we have created a procedure to assist in this process. To complete your MCWEP application, please follow the steps below to ensure that your application is complete for review in a timely fashion.

You will need to request one (1) official electronic copy of your transcripts. The Child Welfare Education Institute (CWEI) will ensure the delivery of your transcripts to the schools where you have submitted an application.

In the event you have not been recommended to MCWEP by DCF, your transcripts will be returned to you for future use.

Transcript Request Procedure

1. Request 1 **OFFICIAL ELECTRONIC** copy of your transcript from **EVERY** college/university you have attended. This includes any *community college or institution* where you may have only taken a couple courses in between semesters while in pursuit of your undergraduate degree or graduate degree.
 - a. Electronic Transcripts can be sent to: Dawn Konrady Fanslau, Director, CWEI, mcwep@stockton.edu
2. **If Electronic copies are not an option, then you must request three (3) official paper copies.**
 - a. Have paper transcripts sent to your home address. Write your name on the outer envelope of each transcript. **DO NOT OPEN THEM!!**
 - b. Include all transcript copies with the rest of your DCF MCWEP application.

By DECEMBER 9TH, 2022, Mail Completed Application To :

Dawn Konrady Fanslau
Child Welfare Education Institute
Stockton University
101 Vera King Farris Drive
Galloway, NJ 08205