



NMI BOARD OF NURSING

P. O. Box 501458, CK

Saipan, MP 96950

Telephone: (670) 233-2263

Email: contact@nmibon.info

Requirements for Licensure by Examination (NCLEX Score Transfer)

1. Application fee of **\$320.00** is non-refundable.
2. Upload Birth Certificate and/or marriage certificate, if needed.
3. Upload an original U.S. passport type (2"x2" size) photo with white background taken within the past 6 months and must have a visible signature on the front bottom portion of the photo. Colored background will NOT be accepted.
4. Upload Copy of your College transcript of record.
5. Upload Copy of your High School transcript of record.
6. **Change of address and / or name:** An applicant may update address and name on the portal. Must upload legal proof of change in name such as a certified and true copy of your marriage certificate or court order. If an applicant does not provide any updates, information on the latest application will be followed.
7. Upload three (3) notarized authorization letters stating the following:
 - i. State Jurisdiction of NCLEX Score – Request to transfer NCLEX Score to NMI BON
 - ii. NCSBN/Pearsonvue – Request to transfer NCLEX Score from your state of NCLEX score to NMI BON
 - iii. NMI BON – Request to accept NCLEX Score transfer from your state of NCLEX score
8. A copy of passing letter and/or the NCLEX candidate performance report from the state board which the NCLEX was taken.

PRIOR TO SUBMITTING the requirements, please contact the BON where you pass the NCLEX and ensure that the BON participates in electronic transfer. If the BON does not participate in electronic transfer, the NMI BON will not be able to process your application.

Candidates who have applied and/or who will be applying for the NCLEX Score Transfer with the NMI Board of Nursing (NMI BON) must contact their original board (the board where he/she originally passed the NCLEX).

The original state Board must initiate the process of the NCLEX Score Transfer.

Below is the process:

- The original member board provides the Examination (NCLEX) department with a formal request for the transfer from the candidate (letter), which is addressed and sent to the Board to which he/she desires to transfer
- The letter must include the candidate identification information such as full name, birth date and NCLEX Candidate ID number. This letter must be signed by the candidate (*a sample template is available from NCSBN upon request*).
- Once NSCBN has received the request, the Operations team will be in contact with both the candidate's desired board of nursing for approval to proceed with the transfer. Should the transfer be approved, the candidate's result would be sent to the candidate's desired board and updated in the NCLEX Administration website.