

# APPLICATION CHECKLIST FOR BSN PROGRAMS

- Review the admission criteria for the program of interest (such as GPA, ACT, etc.) and meet all of these admission criteria.
- Review the required pre-requisite list for the program of interest. Make sure you have taken or are taking all of the courses required.
- Start Online Application process
- Complete the Plan of Study form (included as part of the Online Application process).
- Complete the Application Essay (instructions included as part of the Online Application process)
- Finish Online Application process
- Pay the non-refundable \$25 application fee.
- Submit official ACT scores and dates of all ACT scores (sent directly to the Office of Student Records and Registrar).
- Request an official transcript from **EVERY** college attended, including a transcript of grades from the fall semester sent directly from each college to the Office of Student Records and Registrar. Receipts submitted as proof that transcripts have been requested will not be accepted. Transcripts in the **original sealed envelope** can be hand delivered to the registrar's office at UMMC.
- Submit a recent 2" x 2" photograph to be used in verification of records. This is optional. If you do submit a photograph, please write your name on the back of it.
- Complete all of the above items prior to our **Final Deadline of January 15**. There will be NO exceptions to this deadline.

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If you are accepted into our program, you will receive additional information regarding health requirements, program orientation, class schedule, textbooks, and other important information. Below are items that must be completed prior to you enrolling in the program:

- Hold current certification in Cardiac Pulmonary Resuscitation (CPR) as Health Provider (American Heart Association) which includes the required Adult, Child, and Infant Life Support.
- Complete a Criminal History Background Check, including fingerprinting, prior to final acceptance into the program. A felony conviction may affect a graduate's eligibility to be licensed or certified.