



## **BSN APPLICATION INSTRUCTIONS**

**Please carefully read these instructions and print out a copy for your records.**

Thank you for choosing to submit an application to Samuel Merritt College. There are two parts to the BSN application: the online application form **and** the supplemental application materials that need to be submitted separately. The following steps will guide you through both parts of the application process.

### **Part 1: The Online Application Form**

The application needs to be completed during one online session. You will not have the option of logging in and out of the application. You will be asked to provide the following information on the online form:

1. Personal information (name, contact information, social security number, date of birth, emergency contact information, citizenship status, etc.)
2. Educational background (names of all colleges you have previously attended along with dates of attendance)
3. List of courses you are currently enrolled in or plan to enroll in (including course number, institution, number of units and completion date)
4. Date of your Nurse Entrance Test (NET)
5. TOEFL score and date of exam (if applicable)
6. **For students that were previously enrolled in a nursing program only:** You will be asked to submit a statement addressing why you wish to transfer nursing programs. Enter the statement into the appropriate text box window on the online application.

Additionally, a second statement must be submitted from the Dean or Director of your previous nursing program indicating that you are academically and personally eligible to continue in their nursing program. This statement will need to be submitted to us via mail separately from the online application.

7. Writing sample. As part of the application process you are asked to provide an original writing sample of one to two pages. This will be utilized in the admission decision process and you are encouraged to complete your statement carefully and thoughtfully. The writing sample should be pasted into the appropriate text box window on the online application.

#### **Writing Sample Topic**

Please tell us about an experience or a person that has had a profound impact on your decision to pursue nursing as a profession.

8. At the end of the online application form you will be prompted to electronically submit the \$50 application fee.



## **Part 2: The Supplemental Application Materials**

In addition to completing the online application, it is very important that you send the following documents in one envelope by the application deadline to: **Samuel Merritt College, Office of Admission, 370 Hawthorne Avenue, Oakland, CA 94609.**

- One letter of reference (print Letter of Reference form on website)
- Copies of all college transcripts  
*International Transcripts:* All transcripts from foreign institutions must be translated and evaluated (for grade point average, semester units, letter grade, and prerequisite equivalence) by a credentials evaluation service prior to application.
- TOEFL Score (if applicable). There are three statements regarding the use of the English language on the application designed to help us assess the need for a TOEFL. If an applicant responds to any one of these statements with a language other than English, the Test of English as a Foreign Language (TOEFL) will be required with a score of 100 or higher (Internet Based TOEFL). A copy of your TOEFL score must be submitted via mail and an official score will be required later. The College may ask a student, regardless of academic background, length of time in the U.S., or county of citizenship or permanent residency, to take the TOEFL. This is an admission policy.
- Statement from Dean or Director of previously enrolled nursing program (if applicable)

**Applications are not complete and ready for review until both the online portion has been completed and the additional supplemental application materials have been received.**