

RN to BSN Program Application Check List



Ready to submit your application for the Samuel Merritt University RN to BSN Program? Great! Here's some information that will be helpful in completing the application.

- Create an Account on NursingCAS.** Samuel Merritt University uses a centralized application service, NursingCAS, to accept applications for all nursing programs. All of your documents, including transcripts and references, will be sent to NursingCAS. Unless specifically requested, nothing gets sent to SMU during the application process. Start your application at www.nursingcas.org. If you have used NursingCAS before, select "Reapply." Be sure to read all of the NursingCAS instructions carefully.
- Select the RN to BSN Program.** You'll need to take two steps to find the SMU RN to BSN program. First, set the "delivery" filter to on-campus. Second, set the school filter to search for Samuel Merritt University. We recommend that you keep all other filters blank. RN to BSN will be at the end of the list.
- Complete all four sections of the application.** Not every section of the application will be applicable to you; however, you must go through each section to either enter information or acknowledge that you are not entering information.

Personal Information: this section includes all of your contact, biographic and demographic information.

Academic History: this section allows you to list all of the places you've attended school, when you attended, what degrees you received, etc. You'll need to list every school you've attended since high school.

Supporting Information: please enter achievements, experiences and licensures in this section. You do not need to enter your RN license information in this section. We ask for a copy of your RN license in the "Program Materials" section. You will need to complete your employment history, include any honors or awards you've received, and any other experiences you've had that you feel would be valuable to us during the review process.

Program Materials: in this section, you will:

- a. Upload a copy of your current RN license (a front and back scan or photo from your phone will work just fine)
- b. Tell us who your references are (more information about references below)
- c. Complete your goals statement.

- Transcripts:** enter the name of each school you've attended in the academic history section. After you enter each school, a new transcript request form for that school will be available. A unique form is created for each school you've listed. Download each transcript request form and send this form with your transcript request to each school you've attended. Transcripts will be sent directly to NursingCAS, not SMU. Mail transcripts to:

NursingCAS
PO BOX 9201
Watertown, MA 02471

Send transcripts to NursingCAS as early in the application process as possible. We cannot move your application forward without official transcripts having been received and verified by NursingCAS.

International Transcripts: if you've attended a college or university outside of the U.S. after high school, your academic records will need to be evaluated by a member of the National Association of Credential Evaluation Services (www.naces.org). The preferred vendor used by Samuel Merritt University and NursingCAS is World Education Services (www.wes.org). This process can be initiated through the NursingCAS application tool. You will need a full, course-by-course evaluation that shows credits and grades. See the Academic History section or contact an admission counselor for more information.

References: references are submitted in the "Program Materials" section of the application. The RN to BSN program requires two letters of reference from individuals who are familiar with your clinical expertise. Please contact all individuals from who you will be requesting a reference in advance. Doing so will help to expedite the process. After you have notified your references, enter their names and contact information. They will receive an email from NursingCAS with instructions for submitting an evaluation and letter of recommendation directly to NursingCAS. No letters should be sent to Samuel Merritt University.

Review your Application for Accuracy. Please review your application for accuracy and completeness. No changes can be made once you've submitted your application. Make sure you've listed your references and all of the schools you've attended.

Submit Your Application and Pay the Application Fee. Once you've completed all sections of the application, you're ready to submit and pay the application fee through NursingCAS. You do not need to wait for your transcripts or references to be received to submit your application.

Check the Status of your Application. Once you've submitted your application, you can print your application and log back in to NursingCAS from time to time to check on the status of your application.

Call NursingCAS for technical support. Any technical concerns about the application should be directed to:

NursingCAS Support

617-612-2880

nursingcasinfo@nursingcas.org

Monday-Thursday, 6 a.m. to 4 p.m. PT

Friday, 6 a.m. to 2 p.m. PT

Turn Off Spam Filters. Make sure to turn off your spam filters so you can receive information from the following email from the @nursingcas.org, @samuelmerritt.edu and @sendgrid.me domains.

What's Next? Once your application and transcripts have been received by NursingCAS, Samuel Merritt University will start the review process. If any information is missing or found to be inaccurate, you will be contacted by NursingCAS or Samuel Merritt University. For the Office of Admission to process your application, NursingCAS must have a complete application with all of the information requested above.

Apply: www.nursingcas.org

Statement of Non-Discrimination

Samuel Merritt University does not discriminate on the basis of race, religion, color, sex, pregnancy, ethnicity, national origin (including ancestry), citizenship status, familial status, disability, age, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process within the University or within the Equal Employment Opportunity Commission or other human rights agencies. Nondiscrimination is consonant with the principles and practice of the University and is in compliance with Title VII of The Civil Rights Act of 1964, as amended, Title IX of The Education Amendments of 1972, and section 504 of the Rehabilitation Act of 1973.