**APPLICANT CHECKLIST**

**Application Checklist: Complete application requirements by 5:00 PM on November 15, 2020**

- Acceptance to Idaho State University verified with student identification number on nursing application
- Submit any required Course Petitions **by November 1, 2020 or earlier (if applicable)**
- Meet with School of Nursing Academic Advisor to determine eligibility
  - Verify completion of or enrollment in ADN program and requisite courses
  - Verify minimum GPA of 2.0 among completed requisite courses combined with ADN courses
- Upload copy of Advising Certification Form to the nursing application website
  - Application available at [https://elearn.isu.edu/community/course/view.php?id=60](https://elearn.isu.edu/community/course/view.php?id=60)
  - Application and documents for the application process can be submitted through this site
- Complete the Applicant Information for Bachelor of Science in Nursing Completion Program for RNs
- Upload ISU Degree Works print out and/or unofficial transcripts to the nursing application website
  - Highlight completed and enrolled ADN and requisite courses
- Upload copy of **APPROVED** Course Petition Form(s) to the nursing application website (if applicable)
- Submit non-refundable $50 nursing application fee
- Evaluate personal immunization status and begin assembling documentation to prepare for possible admission. These documents will need to be in electronic format to upload for admission (if accepted).

**Admission Checklist (if accepted): Complete admission requirements by 5:00 PM on December 15, 2020**

- Submit the Admission Agreement Form in the School of Nursing Application Site **by December 1, 2020**
- Upload completed Plan of Study Form
- Upload order confirmation for Criminal History Evaluation the semester before taking NURS 4200C
  - For students enrolling in NURS 4200 & 4200C in **fall**: between May 1 and May 15, 2021
  - For students enrolling in NURS 4200 & 4200CC in **spring**: between November 15 and December 1
- Upload copy of current and unencumbered Idaho RN license (if applicable)
- Upload completed Health Evaluation Form completed by health care provider
- Upload completed Clinical Agency Consent and Release & Health Insurance Agreement Form
- Upload proof of Health Insurance Policy/Card including your name to verify current coverage
- Upload completed official verification of current required immunizations/titers
- Upload copy of current American Heart Association (AHA) Basic Life Support (BLS) CPR certification

*This form is for applicant use only – do not submit with application materials*

Appointments to meet Academic Advisor can be scheduled by calling (208)-282-2132 or (208)-282-4481

Revised 4/2020 JBH