



## **ASN 1-YEAR PROGRAM APPLICATION CHECKLIST**

ALL APPLICABLE ITEMS ARE DUE BY 12PM ON THE DAY OF THE PROGRAMS APPLICATION DEADLINE

### **Steps to Apply (these may be done in any order):**

- Bring/email transcripts (official or unofficial) for review to ensure you meet the preparatory requirements to apply:**
  - Completion of A&P I with lab and A&P II with lab (*part of LPN program, completed degree/program or within 5 years, final grade of 80% (B-) or higher*). Online science courses or science courses with an in-home lab kit are not accepted for transfer.
  - Completion of English Comp I, Intro to Psychology and Life Span Development (*part of LPN program, completed degree/program or within 10 years, final grade of 78% (C+) or higher*)
  - Graduated from an accredited school and Board of Nursing approved LPN program or equivalent education
  - Completion of required PN nursing courses with a final grade of B- (80%, 2.7 GPA) or better
  
- Register for TEAS:** (pre-entrance exam) **Required overall minimum score: 64**
  - Register at [www.atitesting.com](http://www.atitesting.com); Estimated Cost: \$115
  - Individual scores reviewed as well.
  - Exams valid for one year from date of test.
  - If taken elsewhere, you must request an official copy of your scores be sent to SJSON electronically from ATI.
  
- If TEAS requirement is met, submit Online Application, \$50 fee and typed essay:** (approximately 500 words, topic on the application)
  
- Submit Official Transcripts: All transcripts must come from the institution(s) directly either by e-mail, US mail, or if hand carried must be in an unopened official school envelope with seal.**
  - High School, GED or HiSET (required of all applicants regardless of college attendance)
  - College, all postsecondary schools attended
  - Official [CED](#) (Boston) or [WES](#) (New York) Translation of Foreign Transcript(s)
  
- Submit 1 Proficiency Evaluation Form:** (Forms found on website)
  - [Employer Clinical Proficiency Evaluation form](#) (by current work supervisor) **or**
  - [Instructor Clinical Proficiency Evaluation form](#) (by clinical instructor, ONLY if recent LPN grad with no work experience)
  
- Submit Proof of Health Insurance:** Copy of Card
  
- Submit Proof of Legal Residence in U.S.:** Copy of US Birth Certificate, Certificate of Naturalization or unexpired US Passport or Permanent Resident Card
  
- If you attended, but did not complete a nursing program, submit a letter from the Dean of the program indicating that you were not dismissed for ethical reasons.**
  
- SJSON validates current LPN License**

**APPLICANTS, born in a country where English is NOT an Official Language are required to send:**

- Official TOEFL Exam Results:** Results are good for 2 years. Register at <http://www.ets.org/toefl> School Code: 1677 (Passing scores: 20 in Speaking & Listening; 17 in Writing; 16 in Reading and 73 Overall)
  - ONLY a foreign born applicant who became a US Permanent Resident or Naturalized Citizen before age six may request a TOEFL exemption. A letter requesting the exemption must be submitted in person to the Admission Office along with your original permanent resident card or certificate of naturalization at least six (6) weeks before the application deadline. The exemption will be reviewed and the applicant notified if the exemption has been granted.