ST. JOSEPH
SCHOOL OF NURSING

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

Recommended Order of Steps:

☐ **Register for TEAS** (pre-entrance exam)- **Required overall minimum score: 64**
- Register at www.atitesting.com; Cost $102
- 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** (approx. 500 words, topic on the application)

☐ **Submit Official Transcripts:**
- High School, GED or HiSET (required of all applicants regardless of college attendance)
- College, all postsecondary schools attended (required for ALL schools attended)
- Official CED (Boston) or WES (New York) Translation of Foreign Transcript(s) (if applicable)

☐ **Submit 1 Professional Evaluation Form: Professional Evaluation form**

☐ **Submit Proof of Health Insurance**: copy of card

☐ **Submit Proof of Legal Residence in U.S.** -Copy of US Birth Cert., Cert. of Naturalization or unexpired US Passport or Perm. Resident Card

☐ **If you attended, but did not complete a nursing program, submit a letter from the dean of the program indicating you were not dismissed/left for ethical reasons.**

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.