



CENTER FOR
NURSING EDUCATION

WVU Medicine Center for Nursing Education Application Checklist

Application materials can be submitted starting at 9 am on January 15, 2025 through 11:59 pm on March 1, 2025. **Materials submitted after March 1, 2025 will not be considered.**

- **Required:** Completed admission application (January 15 – March 1 for first consideration; applications/application materials received after March 1 will not be considered).
- **Required:** *Submit all high school and if applicable, college transcripts, even if attended but did not complete the program. Send directly from issuing school to CNEAdmissions@wvumedicine.org by 11:59 pm on March 1, 2025.
 - Transcripts should be requested and sent directly from each school attended to CNEAdmissions@wvumedicine.org by 11:59 pm on March 1, 2025
 - Unofficial transcripts can be submitted for the admission application, but final, official transcripts must be submitted by December 1, 2025 for prerequisite courses (high school or college-level Algebra, Chemistry, and English with grades of C or higher).
 - Will also accept Trigonometry, Pre-Calculus, or Calculus for Algebra.
 - Unofficial transcripts must have the name of the school, the name of the applicant, not be damaged or torn, and must be a PDF or it will not be accepted.
 - Unofficial transcripts can be uploaded to the Application Portal after applying through March 1, 2025.
- If applicable, upload or send in Advanced Placement (AP) scores, CLEP scores, IB scores, etc.
- If applicable, upload current and unencumbered professional licenses and/or certifications (does not include First Aid, AED, Basic Life Support) to the Application Portal (accessible after applying).

Optional materials can be uploaded and/or completed through the Application Portal once the application opens.

- **One** professional referral letter – in PDF format. If letter is in a Word document, click save as and choose PDF file. If more than one letter is submitted, only first one will be considered. The application has a section for

your professional referral's contact information. You can send them a link to submit the professional referral letter directly from the application.

- If one of the below reasons is applicable, a completed Admission Exemption Request Form is required.
 - If have below a 2.5 overall GPA for high school **and/or** college
 - If will not successfully pass a background check and/or a drug screen (Applicants who are affected by this requirement must contact the West Virginia Board of Nursing by emailing rnboards@wv.gov to verify whether they will be eligible to sit for the RN licensing exam in the future. If the answer is no, the applicant will not be eligible to apply to our program.)
 - If were previously granted academic forgiveness at another college
 - If previously enrolled in another nursing program and cannot get a letter of good standing
- ACT scores, only if competitive (**19.9 or above** is considered competitive). Our school code is 8215. Sign into <https://my.act.org/> and request to send scores from your score dashboard using our school code. Use a credit card to pay for the scores.
- SAT scores, only if competitive (**1050 or above** is considered competitive for SAT). Our school code is 10264. Sign into <https://mysat.collegeboard.org/login> and request scores to be sent from the page *Send SAT Scores* using our school code. Use a credit card to pay for your scores.
- TEAS scores, only if competitive (**60 or above on each section and the composite score** are considered competitive). We do super score. Send PDF score by logging on your ATI account, click on *MY RESULTS*, look under *Proctored Exams*, download your test score for each exam that qualifies.

Transcripts, test scores, and any optional application documents must be uploaded in PDF format to the Application Portal by 11:59 PM on March 1, 2025. Please remember that transcripts must be sent directly from the school(s). Review the *Tips for Sending Transcripts* link on our website for additional help. While we prefer electronic submission, you can also mail them to:

Admissions Office
c/o WVU Medicine Center for Nursing Education
781 Chestnut Ridge Rd.
Suite 1100
Morgantown, WV 26505

Application materials cannot be submitted in person at this time.

*Failure to submit all college transcripts, including college credit taken as high school dual enrollment credit, career, vocational, and trade schools, may be considered academic dishonesty and may result in any offered admissions being rescinded.