



CENTER FOR NURSING EDUCATION

Application Checklist

In addition to completing the application, several required and optional items must be submitted to create a complete application packet and ensure your application is considered for admission. Instructions for submitting these documents are provided following the checklist.

Required Documents

- ☐ Completed online application
- ☐ High school transcript (GED or TASC accepted)
- ☐ If applicable, **all** college, career school, and/or technical school transcripts, even if attended and did not graduate or do well in coursework. This includes transcripts for high school dual enrollment courses.
 - Transcripts from outside the US require an official credential and course evaluation to be sent to the Center for Nursing Education from World Education Services (WES), InCred, Ucred, SpanTran, or Academic Credentials Evaluation Institute (ACEI).
- ☐ If applicable, Advanced Placement (AP) scores, CLEP scores, and/or IB scores
- ☐ If applicable, current and unencumbered **professional** license(s) and/or certification(s) (does not include First Aid, AED, Basic Life Support)

Optional Documents

- ☐ Enter the name and email of one professional reference in your application. They will receive a link by email to upload a letter on your behalf.
- ☐ Admission Exemption Request Form, if one or more of the following reasons applies:
 - ☐ High school GPA is less than 2.5 overall
 - ☐ College GPA is less than 2.5 overall
 - ☐ Will not successfully pass a background check and/or a drug
 - ☐ Previously granted academic forgiveness at another college
 - ☐ Cannot get a letter of good standing from all previous nursing programs
- ☐ ACT test scores, **only** if competitive (**20 or above** is considered competitive)
- ☐ SAT test scores, **only** if competitive (**1050 or above** is considered competitive)

- TEAS test scores, **only** if competitive (**60 or above on each subsection and the composite score** are considered competitive)

Instructions for Submitting Documents

1. Apply to the program during application periods via the link on <https://wvumedicine.org/info/center-for-nursing-education/admission-requirements/>
2. Official transcripts should be sent directly from the other school to CNEAdmissions@wvumedicine.org. Unofficial transcripts are accepted for the application process, if offered admissions, official transcripts must be submitted. For more guidelines for submitting transcripts, review the *Tips for Sending Transcripts* on <https://wvumedicine.org/info/center-for-nursing-education/admission-requirements/>.
3. Transcripts **and** test scores can be sent as PDFs to CNEAdmissions@wvumedicine.org at any time. For documents to be considered for a current application period, they must be submitted before that application period's deadline. See our website for current or upcoming application time frames.

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

Failure to disclose all schools attended during or after high school and failure to submit transcripts for each school may be considered academic dishonesty and may result in an application packet not being reviewed or in any offered admissions being rescinded.

4. Submitting Test Scores:
 - a. ACT: Our school code is 8215. Sign into <https://my.act.org/> and request to send scores from your score dashboard using our school code.
 - b. 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.
 - c. TEAS Scores: Send PDF score by logging on your ATI account, click on *MY RESULTS*, look under *Proctored Exams*, download your test score for each specific exam that qualifies. We super score so you can submit multiple exam scores if needed.
5. The following items are uploaded directly into or completed in the Applicant Portal. Applicants have access to the applicant portal within a few days of submitting an application.
 - a. Professional license and/or certification: upload into the Applicant Portal
 - b. Only if applicable, Admission Exemption Request Form: complete form in the Applicant Portal