

Application Checklist

Only applications with all required materials submitted by the application deadline will be considered for admission. Optional materials may be submitted to strengthen the competitiveness of the application. Items submitted late will not be considered for that application cycle. Instructions for submitting these documents are provided at the end of this document.

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

Tip: while not required, submitting items from the optional list strengthen the competitiveness of an application.

- ☐ Collect the name and email of (**only**) **one** professional reference. Add their information on the Referral section of the application. The person you list will receive a link by email to upload a letter on your behalf. (If you add more than one person, we will only accept the first referral we receive.)
- ☐ ACT test scores, **only** if competitive (**19 or above**)
- ☐ SAT test scores, **only** if competitive (**1030 or above**)

- TEAS test scores, **only** if competitive (**60 or above on each subsection and the composite score**)
- Admission Exemption Request Form, if one or more of the following reasons applies, a link to complete the form will be emailed once the application is reviewed by CNE:
 - High school GPA is less than 2.50 overall
 - College GPA is less than 2.50 overall
 - Will not successfully pass a background check and/or a drug test
 - Previously granted academic forgiveness at another college (this does not include D/F repeating single courses, this is a formal process where GPA is adjusted at one time)
 - If previously enrolled in a registered nursing program and cannot get a letter of good standing from the nursing administrator. A letter of good standing is needed for each prior nursing (RN) program.

Instructions for Submitting Documents

1. Apply to the program during application periods via the link to *Apply Now* on <https://wvumedicine.org/healthcare-professionals/education/center-for-nursing-education/admission-requirements/>.
2. Official transcripts must be sent directly from the issuing institution (school) to CNEAdmissions@wvumedicine.org. Unofficial transcripts are accepted for the application process, if offered admissions, official transcripts must be submitted. As an added resource, review the *Tips for Sending Transcripts* on <https://wvumedicine.org/healthcare-professionals/education/center-for-nursing-education/admission-requirements/>.
3. Transcripts **and** test scores can be emailed as PDF attachments to CNEAdmissions@wvumedicine.org at any time. For documents to be considered, they must be submitted before that application period's deadline. See our website for current and/or upcoming application time frames.

While we prefer electronic submission, you can also mail them to:

Enrollment Manager
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 into your ATI account, click on *MY RESULTS*, look under *Proctored Exams*, download your test scores for each specific exam that qualifies. We super score so you can submit multiple exam scores if needed.
5. The following items are completed after submitting an application. Applicants will 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: link will be emailed.
 - c. Only if applicable, evidence to support Admission Exemption Request form: upload into the Applicant Portal