

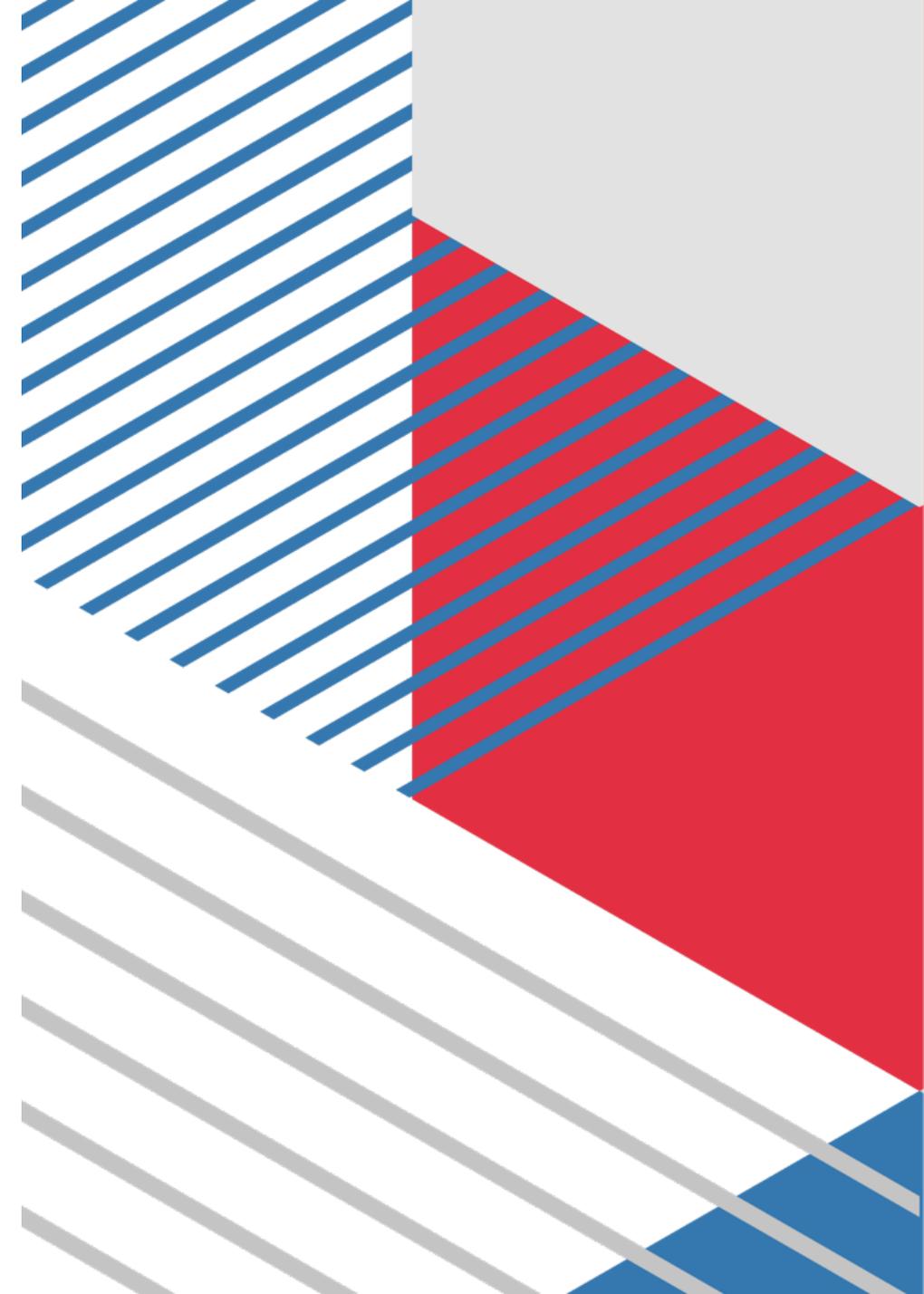


# 2022-2023 NursingCAS Walkthrough

By: Casey Ellis

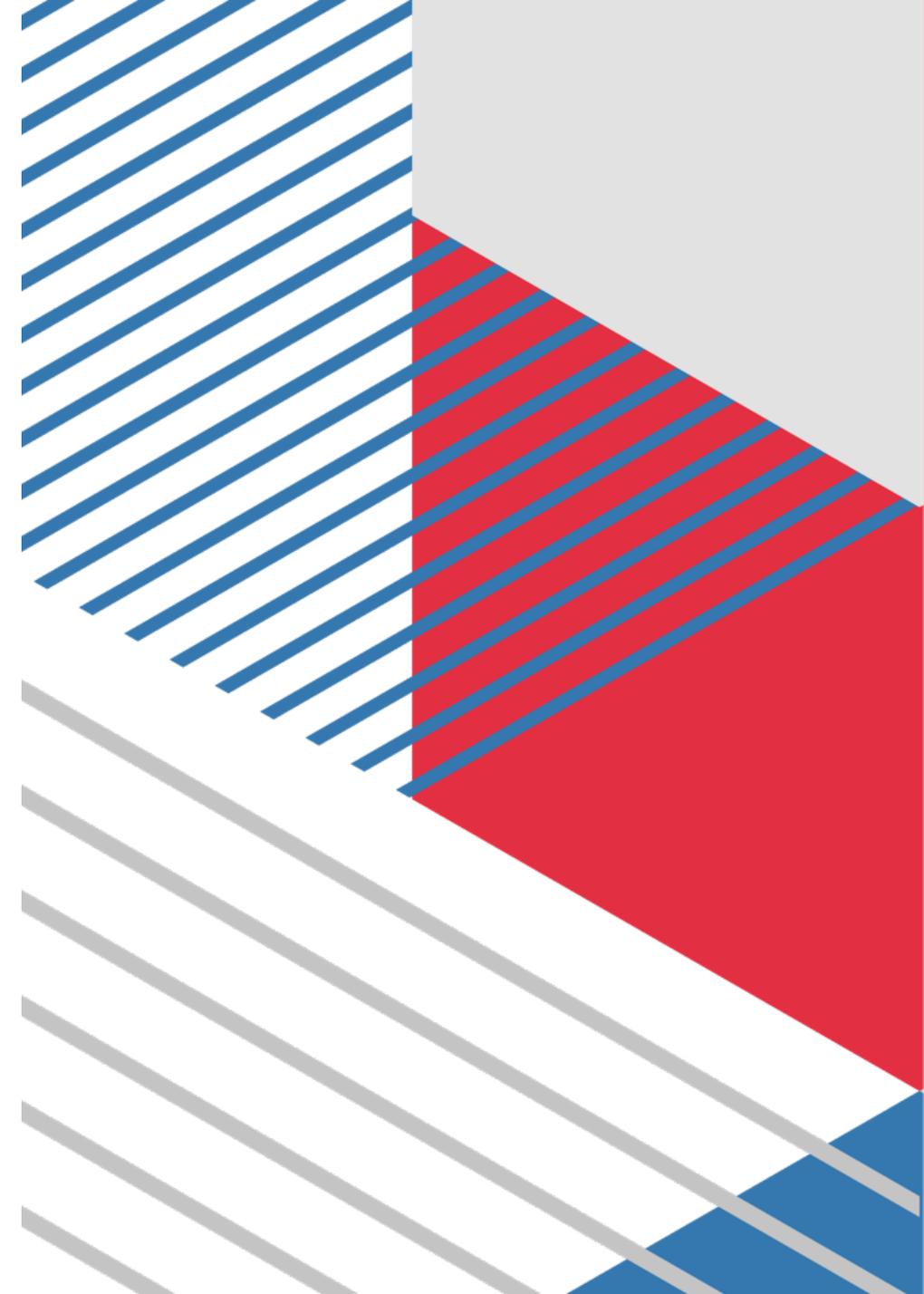
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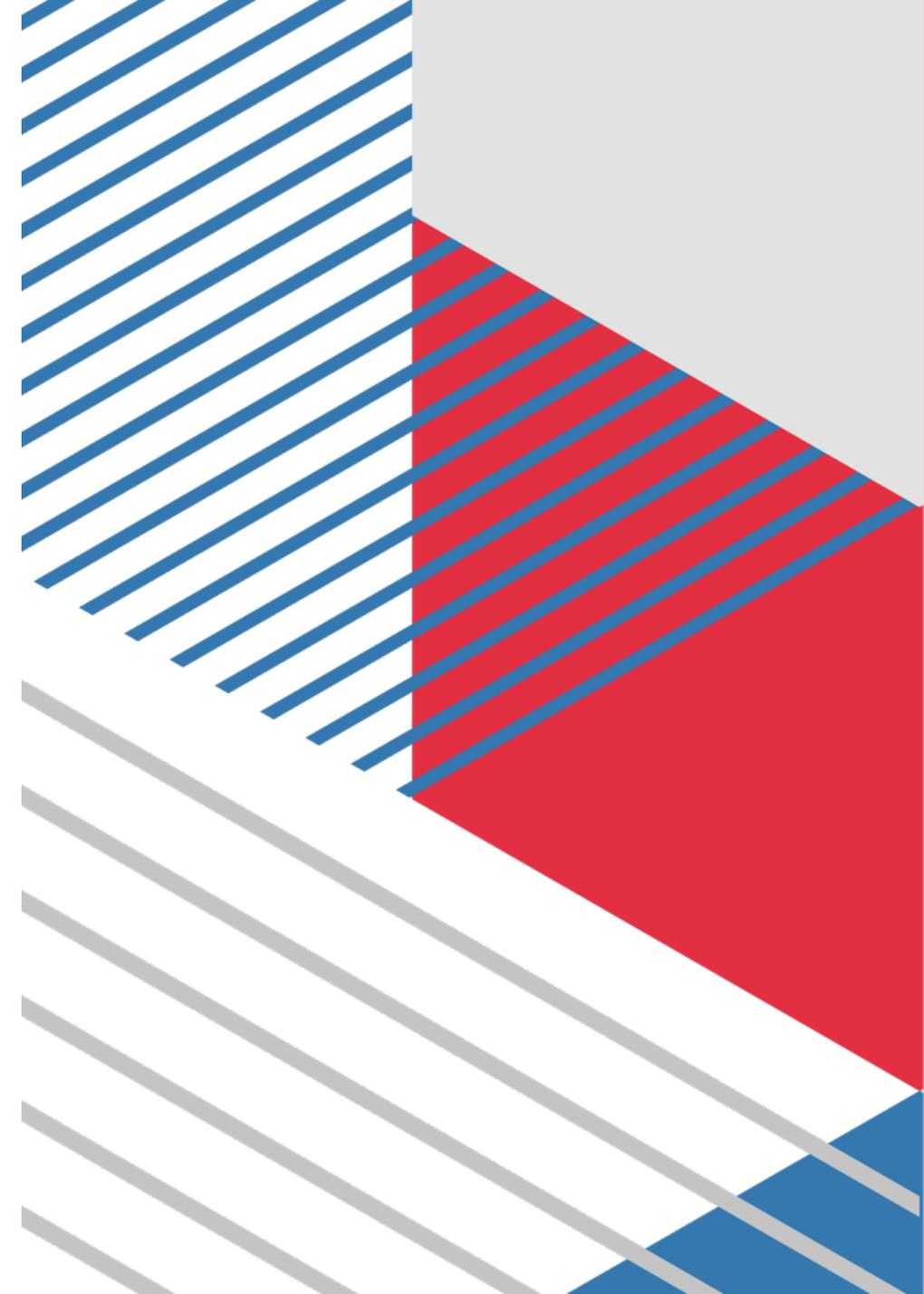
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# Important Details

- The NursingCAS application will open on July 1<sup>st</sup>.
- Record your username and password in a secure and convenient location.
- Print your completed application for your records before submitting it to NursingCAS. Do not send the printed application via mail.
- Make sure to apply based on individual program deadlines.



# Helpful Application Tips

- Do not enter your coursework from memory—Use your transcripts!
- Do not wait for nursingCAS to receive all materials before submitting your application.
- Do not wait for nursingCAS to receive all your materials before you submit your application.
- Complete the "Colleges Attended" section of the application first. Nursingcas cannot post transcripts to your application until this step is done.
- Consistently check status of your transcripts, references, test scores, and any forms.
- Arrange for all materials to arrive by the deadline.
- Check your email daily for important messages from nursingCAS and programs.
- Review your application for accuracy before submitting the application.



# NursingCAS Timeline

## 6 WEEKS BEFORE

- Determine what programs might be a good fit
- Familiarize yourself with the requirements for each

## 5 WEEKS BEFORE

- Request transcripts if they are required
- Request references if they are required

## 4 WEEKS BEFORE

- Begin application
- Collect any required supporting materials, such as personal statements, documents, certification data, etc.

## 3 WEEKS BEFORE

- Follow up if transcripts haven't been received
- Continue working on your application

## 2 WEEKS BEFORE

- Finish and submit your application
- Congratulations! You're making good progress.

## 1 WEEK BEFORE

- Check your status online. (**How?**)
- Check your email about any outstanding items
- Confirm that transcripts and references have been received

# Before Starting the NursingCAS Application:

Prior to applying you will want to research programs you wish to apply to.

Pay special attention to:

- Cycle dates and deadline requirements. In some instances, the individual program's deadline may differ from the application's cycle dates.
- Application fees. Some programs may have a supplemental fee; contact your programs to learn if they require this and how to pay it.
  - Evaluation requirements.
- Minimum requirements, including prerequisites, standardized test scores, supplemental applications, foreign evaluations, etc.

# A Note about Etiquette

NursingCAS expects all applicants to exhibit professionalism when contacting customer service.

Applicants must identify themselves properly and honestly, as information cannot be provided to parents, spouses, family members, or friends. Misrepresentation of identity and/or dishonest, threatening, or offensive communication will not be tolerated.

# NursingCAS Background Checks

## Overview

Background checks vary widely from program to program. Some programs require applicant background checks prior to acceptance, while others require these checks as a condition of matriculation. For questions about background checks – including when in the application process this must be completed – contact each of your programs directly.

Background checks reflect all prior convictions, guilty pleas, city ordinance citations (such as public intoxication), illegal possession(s) including possession of alcohol under the legal age, payments of fines (including those for traffic violations), and in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations can be considered misdemeanors.

## Programs that Require Background Checks

Programs that require a background check will often initiate this process after you have submitted your application; they use a vendor such as Castle Branch (note: you should contact your programs directly for specific details). Each program that uses Castle Branch will send you an email with instructions on how to complete your background check.

If you are using Castle Branch and need assistance, it may be helpful to contact their customer service.

# Fees & Fee Waivers

## Fees

NursingCAS charges the following application fees:

### **Undergraduate Programs**

\$55 for the first undergraduate-level program and \$40 for each additional program.

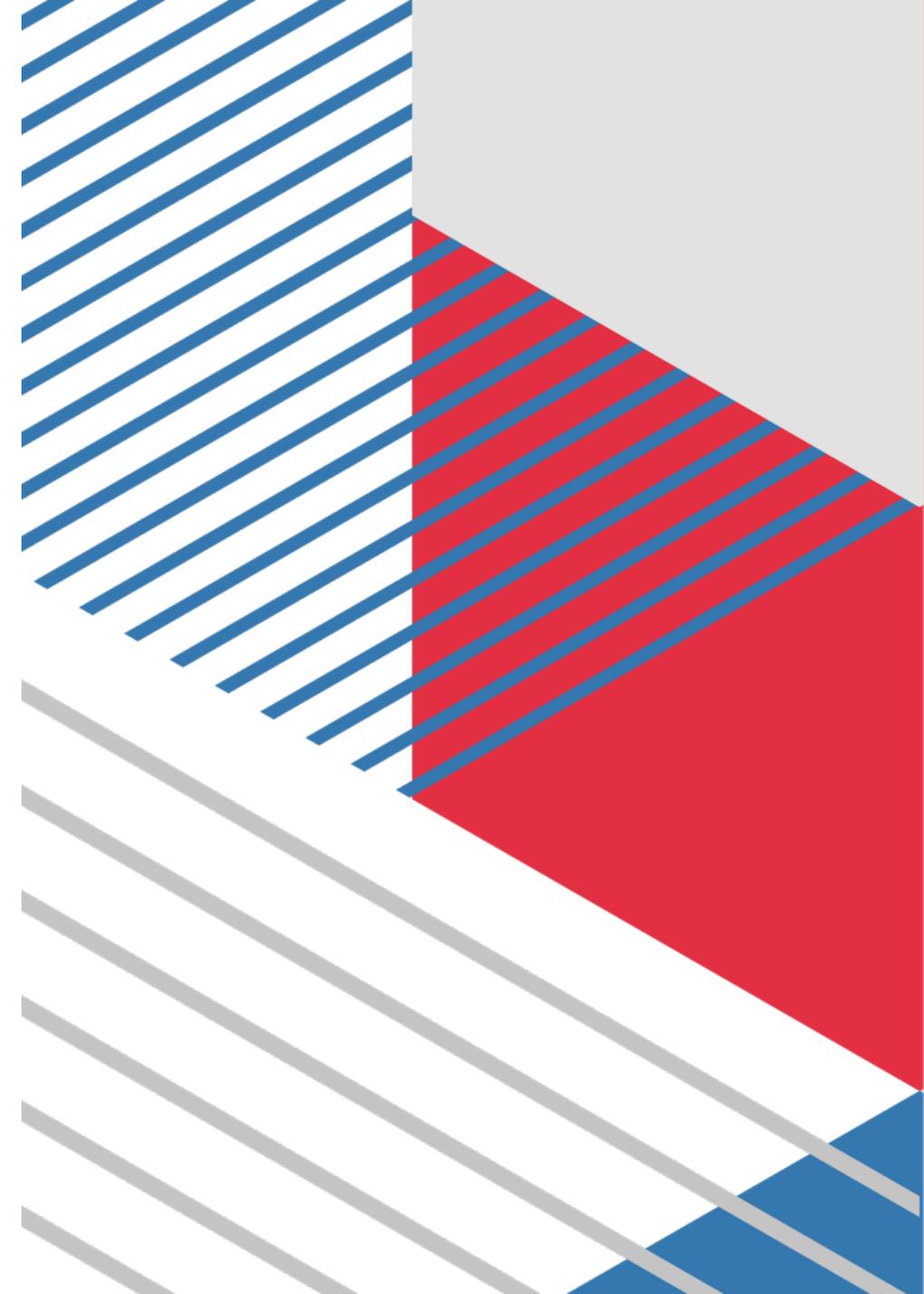
### **Graduate Programs**

\$75 for the first graduate-level program and \$45 for each additional program.

### **2021-2022 Fee Assistance Program**

Beginning at the start of the cycle, a limited number of fee waivers are provided to qualified applicants on a first-come, first-served basis. Each fee waiver covers only the initial application fee, so if you wish to apply to additional programs, you are responsible for the remaining balance. If you received a fee waiver during a previous cycle, you may still apply for another in the next cycle.

You may request a fee waiver as soon as you create an application, but keep in mind that fee waiver funds can be quickly depleted. Contact customer service at [617-612-2880](tel:617-612-2880) before you submit a fee waiver request to determine if waivers are still available.



# Fee Waiver Qualification Requirements:

There are two types of fee waivers applicants can qualify for:

- Income-based
- Service-based

You can only apply for one type of fee waiver per cycle. Additionally, you must request a fee waiver **before** you submit your application. Requests received after an application has been submitted will not be honored.

If you are approved for a fee waiver, you are required to submit your application within 30 days (including holidays and weekends). Extensions will not be granted; failure to submit your application on time will void your fee waiver and you will not be allowed to reapply for a waiver.

## **Financial Based Fee Waiver**

To qualify for an income-based fee waiver, you must have either:

- Filed a 2020 Federal Income Tax Return Form 1040 with an adjusted gross income that falls below the Low-Income Level listed below, or
- Been listed as a dependent on a filed 2020 Federal Income Tax Return Form 1040 with an adjusted gross income that falls below the Low-Income Level listed below. **If you were claimed as a dependent by a parent or guardian on their 2020 Federal Income Tax Return, NursingCAS requires you to use that individual's Federal Income Tax Return instead of your own.**

# Service-Based Fee Waiver

To qualify for a service-based fee waiver, you must have participated in one of the eligible service-based organizations:

- [Active AmeriCorps Volunteer](#)
- [McNair Scholar](#)
- [Peace Corps In-Country Volunteer or Alumni](#)

Click on the organization above to download the fee waiver form. Complete the form, and if necessary, also have a certifying officer or program administrator complete their section of the form.

If applicable, use the following chart to help you determine if you come from an economically disadvantaged background.

Size of Family*	Income Level**
1	\$25,760
2	\$34,840
3	\$43,920
4	\$53,000
5	\$62,080
6	\$71,160
7	\$80,240
8	\$89,320
For each additional person add:	\$9,080

The low income level is based on 200 percent of the U.S. Department of Health and Human Services poverty guidelines. It is used to determine what constitutes a low-income family for the purposes of the SDS and LDS programs.

Start your application. You must have an account to apply for a fee waiver. Fee assistance applications are not accepted by mail or email.

Complete and submit your fee assistance application.

1. Click on your name in the upper right corner of the application, then select **Fee Assistance Program**.
2. Select the type of fee waiver you want to apply for.
  - If selecting financial-based fee waiver, enter your household's adjusted gross income for 2020 and the current number of members in your household. Note that "size of family" includes the number of people claimed as dependents on the tax report. Then upload a copy of the filed 2020 Federal Income Tax Return Form 1040 or 1040A. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian). Remember, if you were listed as a dependent, you must submit that individual's tax return form instead of your own.
  - If selecting service-based fee waiver, upload official documentation showing proof of service, such as:
    - Confirmation of attendance
    - Form with a certifying signature
    - Certificate of completion, etc.

Await notification.

Once you submit your fee waiver request, it can take up to 10 business days to process. The status of your request will be sent to both your email address and your application inbox.

While your fee waiver request is pending, you are unable to submit your application. To submit your application and forfeit your waiver request, return to the **Fee Assistance Program** section and click **Cancel Request**. Once you submit your application, you are ineligible to apply for another fee waiver.

Submit your application and pay any remaining balance.

If you are approved, you will receive a coupon code to redeem your fee waiver amount of \$55 (undergraduate programs) or \$75 (graduate programs). You are responsible for any remaining balance. You can apply your coupon code when you are ready to submit your application.

1. Click the **Submit Application** tab at the top of the application.
2. Click **Submit**, or to submit to more than one program, click **Submit All**.
3. On the payment page, enter the fee waiver coupon code under **Apply Coupon**.
4. Click the **Apply Coupon** button.

# Coupon Codes

Some programs provide coupons that offset application fees. If you received a coupon code from your program, use the information below to apply it to your payment.

Note that coupon codes cannot be redeemed after an application has been submitted. Additionally, if you miss a program deadline due to waiting for a coupon code, you must request a deadline extension from your program, not NursingCAS.

# Using a Coupon Code

You can apply your coupon code(s) when you are ready to submit your application.

1. Click the **Submit Application** tab at the top of the application.
2. Click **Submit**, or to submit to more than one program, click **Submit All**.
3. On the payment page, enter the coupon code(s) you received from the program(s) under **Apply Coupon**.
4. Click the **Apply Coupon** button.
5. Complete the rest of the payment details pages.

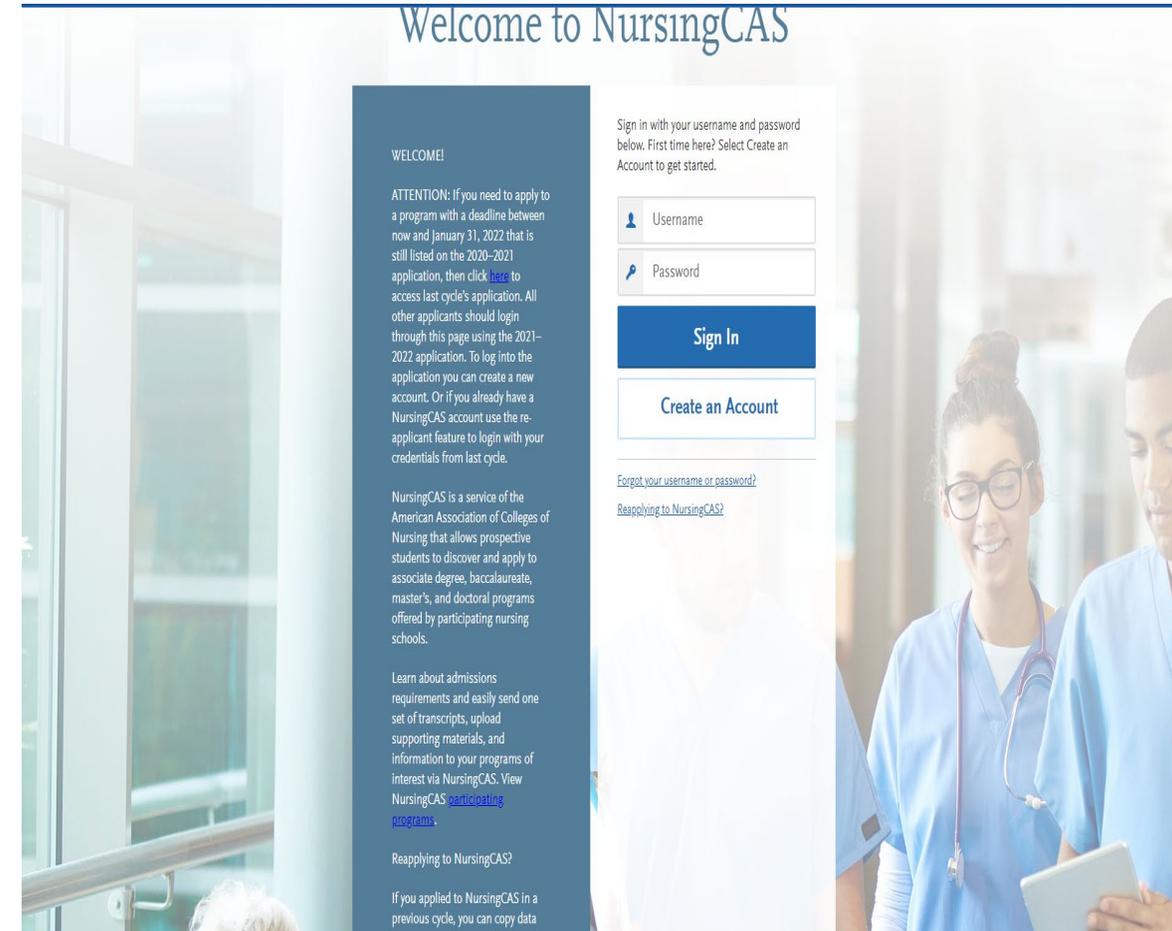
Note the following:

- When a coupon code equals the total transaction amount, you don't need to enter additional payment information.
- When a coupon code is less than the total transaction amount, you'll need to enter payment information for the additional balance.
- When a coupon code is more than the total transaction amount, you don't need to enter additional payment information. However, you'll forfeit the remaining balance offered by the coupon code, as NursingCAS will not issue credits or carry remaining balances forward.
- Coupon codes cannot be applied to chargeback fees.

If you used a coupon code when submitting to a program, the code will be listed under **Payment History**.

# Account Creation

- To begin, click the “Create an Account” button on the NursingCAS application homepage. Enter a username, password, security question, and valid contact information. Click on the “Create My Account” button to activate a new account and unique NursingCAS identification number. You are not permitted to create more than 1 NursingCAS account per application cycle! Duplicate accounts will result in significant processing delays and problems with application materials! NursingCAS will delete duplicate accounts, including associated documents!



# Account Creation

Note: there is no cost for account creation; applicants are not charged until they select programs and submit their application.

When creating an account, You will be prompted to submit the following information: Name, Contact Information, Username and Password, Agreement of Terms of Service.

# Add A Program

1. Click **Add Program** at the top of the application home page.
2. Use the filters to locate the programs you are interested in applying to.
3. Click the plus sign next to a program to add it to your program list. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one.
4. Continue adding programs as desired.
5. Begin filling out the application. Before submitting, be sure to review your program list to make sure you are applying to all your intended programs.

Note that by submitting your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submissions. Additionally, we do not offer refunds for selections made in error and we do not transfer payments to another program.

After submission, you can continue to add and apply to programs until the final deadline date.

## Add Programs

program to start your application. You can add additional programs from the Add Program tab at any time.

[View Selected Programs](#)

Q [Filters](#)

X Available Programs

Name	Start Term	Start Year	Delivery	City	State	Degree Type	Graduate Level Track
UNIVERSITY							
of Science in Healthcare Administration	Rolling	2021	Online	Addison	TX	BSN/BS (for Non-Nurses)	Not Applicable
DNP (BSN Required)	Rolling	2021	Online	Addison	TX	DNP (Post-Bachelor's)	Not Applicable
te in Precision Medicine Administration	Rolling	2021	Online	Addison	TX	Post-Graduate Certificate	Not Applicable
st Master's)	Rolling	2021	Online	Addison	TX	DNP (Post-Master's)	Not Applicable
if Healthcare Administration	Rolling	2021	Online	Addison	TX	Master's (Entry-Level) for Non-Nurses with a Bachelor's degree	Administration/Executive/Leadership/Management

# Application Process:

NOTE: The Personal Information, Academic History, and Supporting Information sections contain data elements and questions common among participating programs. These sections are the centralized, common elements of the application. Each school and program is able to collect additional information from applicants if more information is needed for their applicant review process. This additional information is unique to each program and is displayed to applicants in the Program Materials section of the application.

# Personal Information

This section is used to gather your biographic and contact information, as well as citizenship, race/ethnicity, and other family information.

# NursingCAS Release Statement

## Overview

In this section, you must review and respond to the following release statements in order to submit your application. Once you submit your application, your responses cannot be edited. Please review these instructions and the content of the statements carefully. It is your responsibility to read and understand these statements before responding to them. If you have any questions regarding these statements, contact customer service at [617-612-2880](tel:617-612-2880) for clarification before making your selections.

## Release Statement

This statement serves as a contractual agreement between you and NursingCAS. You must agree to these terms in order to submit your application.

Click the checkbox to acknowledge the accuracy of the information provided in your application.

07  
Sections Completed \* Indicates required field

Release Statement **NursingCAS Applicant Release and Certification Statements**

Biographic Information	<b>* NursingCAS Release and Certification Statements</b> <ul style="list-style-type: none"><li>I certify, as required in the application, that I have read and understand all application instructions, including the provisions which note that I am responsible for monitoring and ensuring the progress of my application. I certify that I have read and will abide by all program-specific instructions for my designated nursing programs. I certify that all the information, materials, and statements I have provided in this application are current, correct, and complete to the best of my knowledge. I certify that the information on my application represents my own work. I understand that withholding information requested on the NursingCAS application, or giving false information, may be grounds for a program participating in NursingCAS to withdraw my application from admissions consideration, denial of admissions, or expulsion from the institution after I have been admitted.</li><li>I understand that I am responsible for learning the admission requirements, application policies, and due dates for each school to which I am applying and that I am not eligible for a refund of NursingCAS fees if I do not meet the admission requirements of the nursing schools to which I apply.</li><li>I give permission to NursingCAS to release any information related to my nursing application to my designated programs. I give permission to NursingCAS and/or the American Association of Colleges of Nursing (AACN) to release my information to their member institutions, and to other health and education organizations for educational research purposes or for purposes involving improving nursing education and admissions programs. Information released for these purposes will not be shared in a way that would permit individual identification.</li><li>I acknowledge and agree that my sole remedy in the event of any proven errors or omissions related to the handling or processing of my application by NursingCAS is to obtain a refund of my application fee; however, I may be eligible for a refund only if I have notified NursingCAS of any errors or omissions within 10 days of application processing completion.</li><li>I acknowledge that content requested in the Program Materials Section of NursingCAS is included by the individual nursing school or institution and is not reviewed or approved by AACN or its technology partner, Liaison International. As such, neither AACN nor Liaison International are responsible for, and assume no liability for the compliance of the requested content with state or federal law. In connection with any litigation between or including the parties hereto arising under, out of, or relating to the application, I irrevocably consent to the exclusive jurisdiction and venue in District of Columbia Superior Court or United States District Court for the District of Columbia.</li></ul>
Contact Information	
Relationship Information	
Academy Information	
Age & Ethnicity	
Other Information	

**Professionalism**

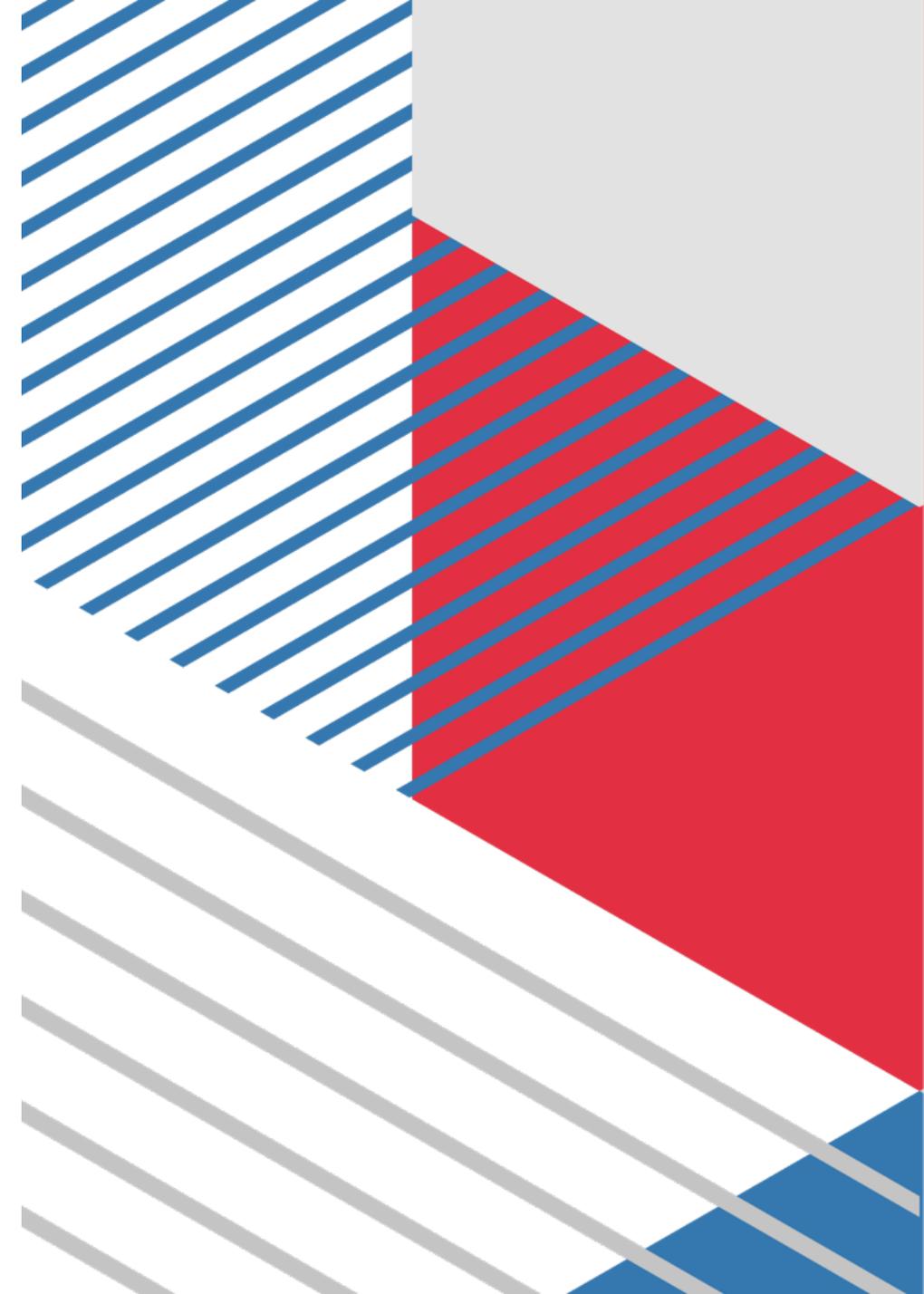
- As an applicant to the nursing profession, I pledge to act with honesty, respect, and integrity throughout the admission process when interacting with school admissions officers, admission committees, and NursingCAS staff. I will communicate in a professional manner throughout the admissions process when interacting with NursingCAS staff and college faculty and staff.

Indicate your understanding and acceptance of the terms described above by checking this box.

# Advisor Release

Selecting **Yes** for this release allows NursingCAS to release certain information to health profession advisors and health profession advisory committees at schools you previously attended. This information includes some application information, including your GPA, the names of the nursing programs to which you applied, and which program, if any, you matriculate into. They will not see documentation such as transcripts or letters of reference.

If you select **No**, NursingCAS will not release your information to advisors. We encourage you to authorize this release, as it is useful to advisors assisting you and other future applicants; however, it will not affect the consideration given to your application.



# Biographic Information

## Your Name

This section pulls in information you entered when you created your account. Confirm that what appears here is correct; click the **Profile Section** link to make changes.

## Alternate Name

If you are sending any documentation or test scores where your name is listed differently than it appears on your application, select **Yes** in this section and enter the alternate information. This ensures that your documents and test scores are matched to your application. Contact customer service so they can manually match these items to your application; failure to do so could cause significant delays.

Examples of alternate names include:

- Birth names (if different from current legal name)
- Maiden names
- Nicknames (e.g., "Bob" for Robert, "Beth" for Elizabeth, etc.)
- "Westernized" names
- Alternate punctuation (e.g., your name appears with/without a hyphen, apostrophe, or diacritical marking)
- Alternate spacing (e.g., your name appears with or without specific spaces)
- Known misspellings (if a document contains a misspelling)

You can edit this section after you submit your application.

\* Indicates required field

## Your Name

To make changes to your name, go to the [Profile Section](#)

First or Given Name	<input type="text" value="Casey"/>
Middle Name	<input type="text" value="Michelle"/>
Last or Family Name	<input type="text" value="Ellis"/>
Suffix (Jr., Sr., III, etc.)	<input type="text"/>

## Alternate Name

\* Do you have any materials under another name (for example, a maiden name, middle name, or nickname)?

Yes  No

## Gender

# Biographic Information Continued

## Gender

Select the appropriate option. This information is required for reporting purposes to the US Federal government, using these values only.

## Gender Identity

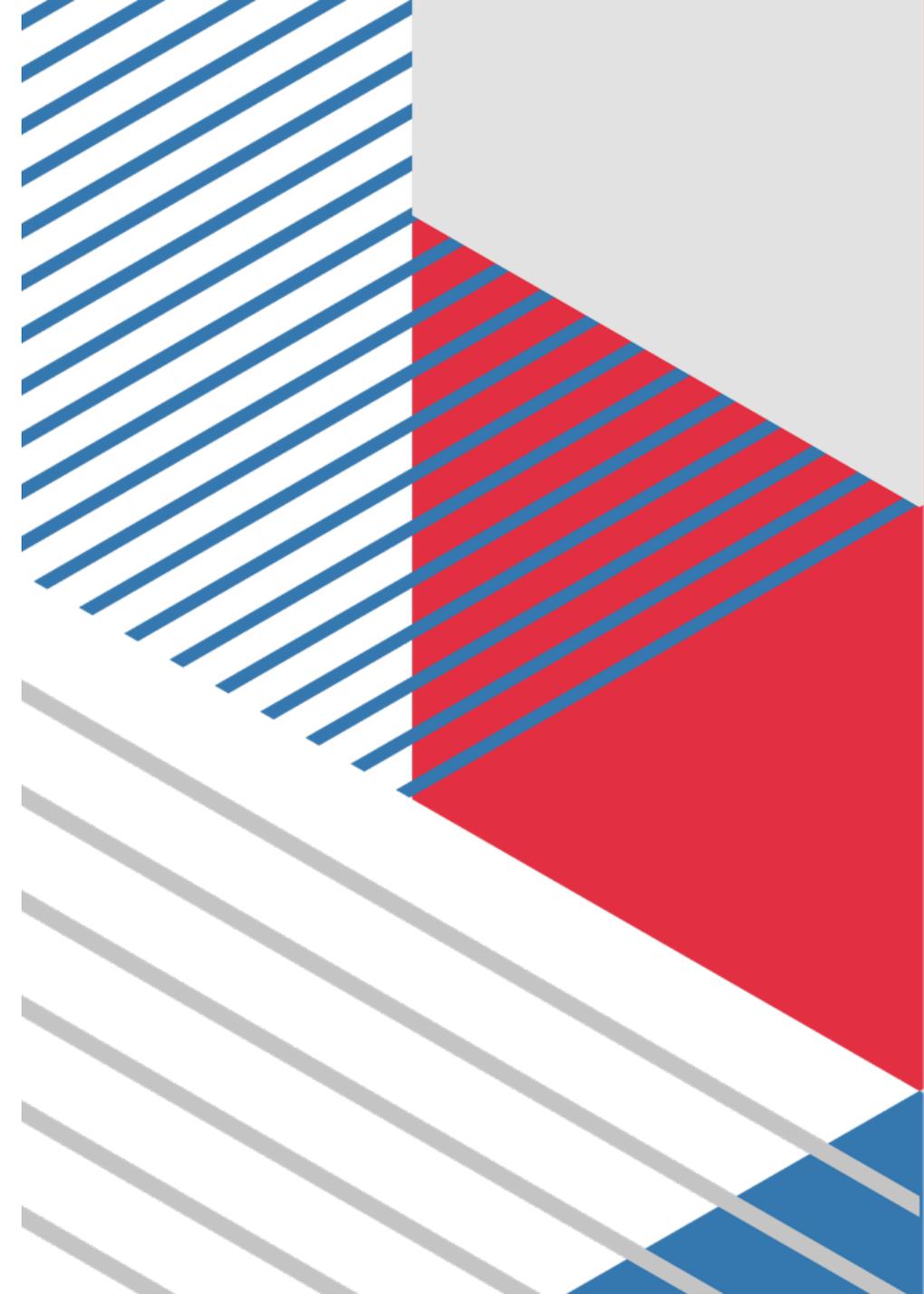
The American Association of Colleges of Nursing (AACN) and its member nursing programs recognize the importance of diversity and inclusivity in the student body and workforce. Select the gender identity option that you feel best describes you. This information is used for statistical purposes only, and in no way affects your application or financial aid eligibility.

## Birth Information

Enter your date of birth in MM/DD/YYYY format. For example, January 7, 1989, would be listed as 01/07/1989. Make sure you enter your date of birth correctly; failure to do so could cause significant delays with matching documentation and test scores.

Then, enter your country, city, state/territory/province, and county of birth. If you are unsure of your county of birth, select **N/A**.

Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.



# Contact Information

## Current Address

Enter the address where you want to receive mail correspondence. Be sure to keep this section up-to-date as you complete and submit your application. If you anticipate a change of address, enter the date through which your current address is valid.

Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

If you don't have a mailing address, you can list the address of a relative or friend, with their permission. If you find more permanent housing in the future, please update it in your application and with the programs you applied to.

\* City

\* State/Province

\* County

\* Zip/Postal Code

Approximate Date through which current address is valid

\* Is this your permanent address?

Yes  No

What is your permanent address?

# Contact Information Continued

## Permanent Address

If your current address is different from your permanent address, select **No** under **Is this your permanent address?** Then, enter the address that you consider to be your permanent and/or legal residence.

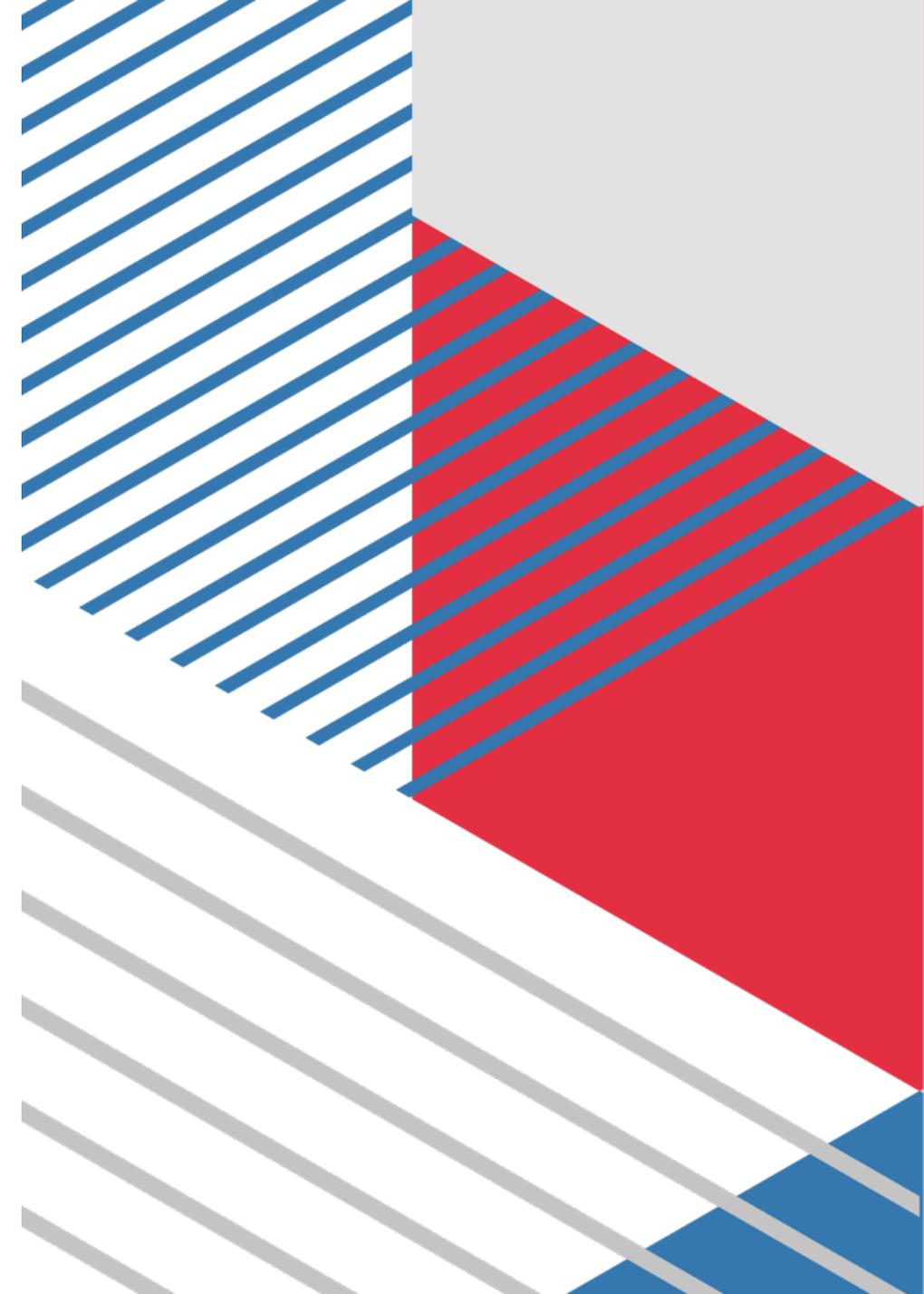
Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

## Phone Number

Your phone number pulls in from the information entered when you created your account. Verify that the listed phone number and type are correct; click the **Profile Section** link to make changes.

## Email

Your email address pulls in from the information entered when you created your account. Verify that what appears here is correct; click the **Profile Section** link to make changes.



# Citizenship Information

## United States Citizenship Details

Select your US citizenship status and country of citizenship, if applicable. If you have dual citizenship, indicate your second country of citizenship.

When selecting your status, consider the following definitions which are adapted from the US State Department:

- US Citizen:** an individual who was born in the US or attained citizenship through naturalization.
- Permanent US Resident:** an individual who holds a [Green Card](#) and is permitted to permanently live and work in the US.
- Temporary US Resident:** an individual who is an [alien](#) – a nonimmigrant foreign national – who is approved to [temporarily live](#) in the US for a specific purpose (e.g., as a student), has a permanent residence abroad, and does not hold a Green Card.
- Non-resident:** an individual who is a nonimmigrant foreign national and who is permitted to travel in the US for [tourism or business](#) for stays of 90 days or less.
- None:** an individual who has no US citizenship or visa (immigrant or nonimmigrant) status.

Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.



# Citizenship Information Continued

## Residency Information

Provide your residency information, including your legal state of residence.

## Visa Information

If you currently have a US Visa, select **Yes** and enter all visa information. Please note that we cannot advise you on your visa status or any related details.

When selecting your visa type, consider the following definitions which are adapted from the US State Department.

Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship Information
- Family Information
- Race & Ethnicity
- Other Information

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### United States Citizenship Details

- \* U.S. Citizenship Status
- \* Country of Citizenship
- \* Do you have dual citizenship?  
 Yes  No

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### Residency Information

- \* Legal State of Residence
- \* Legal County of Residence
- \* How long have you been a resident of your state?
- \* How long have you lived in the U.S.?

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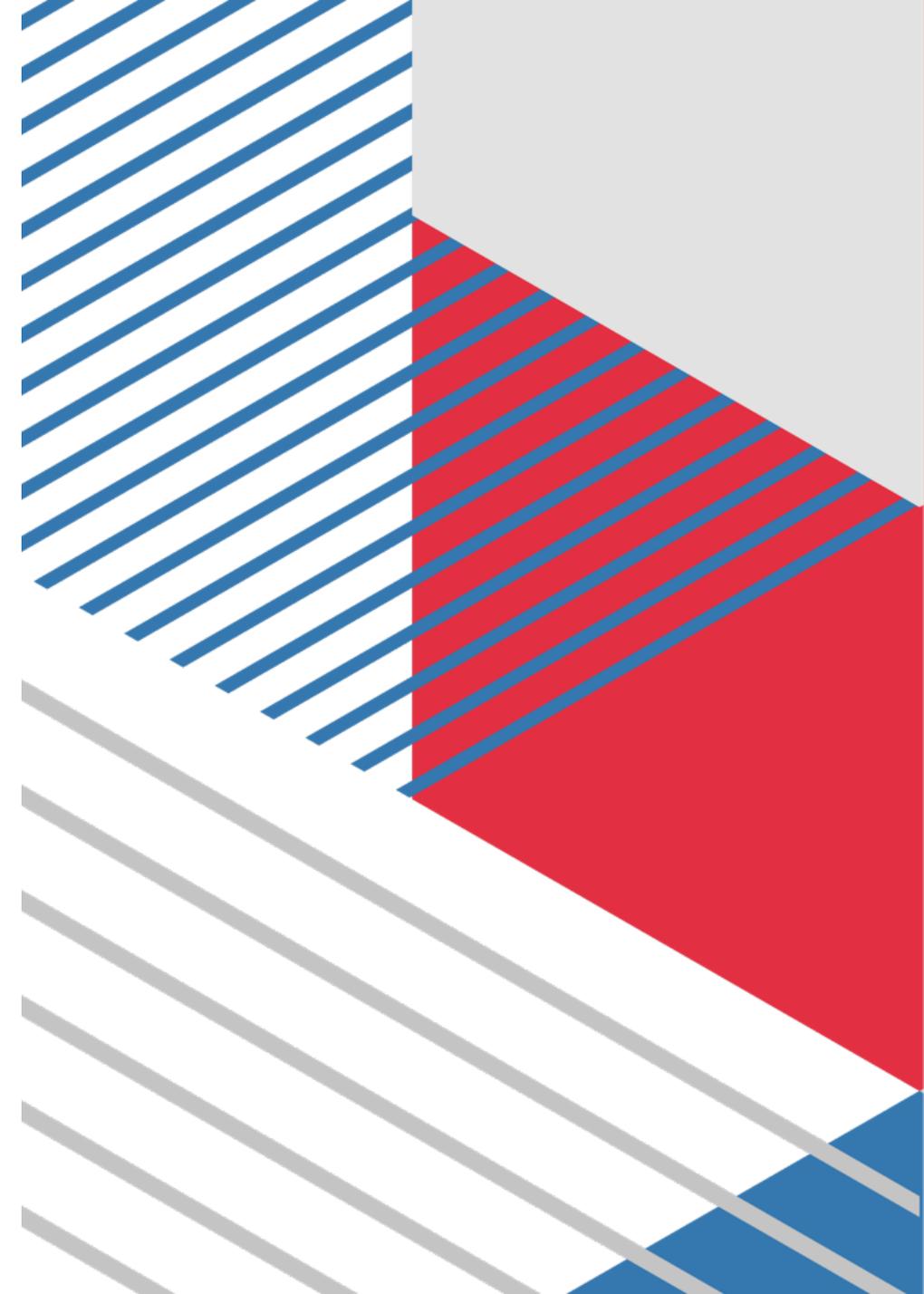
### Visa Information

- \* Do you have a U.S. Visa?

# VISA Information List

Note that this list is not all-inclusive. Refer to the [US State Department](#) for more information.

- B-1 Visitor:** an individual who wants to enter the US [temporarily for business](#).
- F-1 Student:** an individual who wants to study at a US [academic institution](#). This is the most common student visa type.
- H1-B Employee:** an individual who wants to work in the US in a [specialty occupation](#).
- J-1 Student:** an individual who wants to study at a US [academic institution](#). This is generally used for students in educational exchange programs (e.g., Fulbright Program).
- J-1 Teacher, Researcher, or Trainee:** an individual who wants to [teach](#) at a US primary or secondary school, [research](#) at a US institution, or [train](#) in an occupational field at a US business.
- Refugee:** an individual who is located outside of the US, is of special humanitarian concern to the US, demonstrates that [they were persecuted or fear persecution](#) due to race, religion, nationality, political opinion, or membership in a particular social group, is not firmly resettled in another country, and is admissible to the US.
- Visa Waiver WB:** an individual from [a Visa Waiver Program \(VWP\) participating country](#) that allows travel to the US for business stays of 90 days or less without obtaining a visa.
- Visa Waiver WT:** an individual from [a Visa Waiver Program \(VWP\) participating country](#) that allows travel to the US for tourism stays of 90 days or less without obtaining a visa.
- Other:** an individual who has received a visa type not listed. Note that this list is not all-inclusive and more visa types may be available in the application.



# Academic History

This section is where you input the high schools and colleges you attended, as well as any coursework completed. Additionally, you can provide information about tests you have taken or plan to take, such as the GRE, MCAT, or TOEFL.

This part can be very tedious and time consuming. It is important that you allocate plenty of time to complete these sections in their entirety before moving on or taking a break.

The screenshot displays a web application interface for 'My Application'. At the top, there are navigation buttons: 'My Application', 'Add Program', 'Submit Application', and 'Check Stat'. The main content area is titled 'My Application' and includes a sub-header 'Academic History' with a progress indicator '0/4 Sections Completed'. Below this, there is a 'Latest Notifications' section with two entries: 'The 2021-2022 NursingCAS Academic Update (AU) period has started.' (dated 'Last week') and 'The 2021-2022 NursingCAS Academic Update (AU) period has started.' (dated '12/15/2021'). A 'View My Notifications' button is located below the notifications. On the right side, there is a vertical menu with four blue buttons: 'High School Attended', 'Colleges Attended', 'Transcript Entry', and 'Standardized Tests'. The background of the dashboard shows a blurred image of healthcare professionals in blue scrubs.

# High School Attended

## 1. Click Add Your High School.

## 2. Enter the name of your high school, the city and state where it is located, and graduation date, if applicable.

1. If you attended multiple high schools, only list the high school that you graduated and received a high school diploma from.
2. If you attended a high school outside of the United States, select **International** from the **States** drop-down.
3. If you received your GED, please list GED as the name of the high school you attended, and the city/state which awarded your GED degree.

## 3. Click Save This School.

\* What high school did you attend?

\* City \* State

 State

# Colleges Attended

•**Report all institutions attended regardless of their relevance to the programs you are applying to.** Failure to report an institution may cause delays in the processing of your application. Report all institutions attended, including but not limited to:

- courses taken in high school for college or university credit
- summer courses
- community college courses
- US military academies (note that this does not include courses on SMART or JST transcripts)
- post-baccalaureate, graduate, and doctoral work
- study abroad, Canadian, and foreign work, etc.

•**List all institutions on your application** even if the coursework completed there was transferred to another institution.

•**Report each institution only once**, regardless of the number of degrees earned or gaps in the dates of attendance.

•**Send official or upload unofficial transcripts.** Your selected programs may have different requirements for transcripts. For example, some programs may require that you send official transcripts to NursingCAS, some may require unofficial transcripts, and others might not require any transcripts. To view your program's transcript requirements, review the **Transcript Requirements** section on the right.

## Colleges and Universities Attended

UNIVERSITY OF ALABAMA - TUSCALOOSA  	
August 2011 - May 2016   Semester System   Bachelor of Arts Degree Earned: <b>May 2016</b>	
<b>Transcript Types</b>	
Official Transcript 	Not Yet Received <a href="#">Order</a>

# Adding a College or University

1. Click **Add a College or University**.

2. Type and select your college or university. It may take several tries to find your school, especially if it shares its name with others or could be spelled differently. For example, if you attended "Saint John's University," you may need to try "Saint John," "St. John," or "St John" (no period) to bring the school up on the list. If you exhausted all options and it does not appear, select **Can't find your school?**

3. Select if you obtained (or plan to obtain) a degree from the selected institution.

1. If you earned or plan to earn a degree, provide details about the earned or expected degree.
2. If you have a double major, select the checkbox to enter your second major. Note that you can only enter one minor.
3. Click **Add another Degree** to add additional degrees for this same college or university.

4. Select your college's or university's term system. You can usually find this on the back of your official transcripts, or you can contact your college's registrar.

1. Term system refers to the type of hours your credits are worth, not the length of the term or how many terms a year your college or university offered.
2. If your transcript lists some courses as quarter and others as semester, enter the term type that is most common (i.e., if you have six quarter terms and two semester terms, enter quarter).

5. Select if you are still attending your institution. Enter dates of the first and last (if applicable) terms you attended. Be sure to only enter each college or university you attended once, regardless of gaps in your attendance there.

6. Click **Save** to complete the entry.

# College Transcripts

Note: If at least one program the applicant selected requires an official transcript, the Download Transcript Request form button will be displayed. Applicants will see program-level information about whether or not they need to submit a transcript and if so, what type (official, unofficial or none)

# Sending Transcripts

## **If Your Program Requires Official Transcripts:**

For each college or university entered, click **Order** and select if you are ordering electronic transcripts (recommended) or submitting a transcript via mail. See [Sending Official Transcripts to NursingCAS](#) for more information.

Note that if you attended a foreign college or university – and depending on your program's requirements – you may be required to send a foreign evaluation. See [Sending Official Transcripts to NursingCAS](#) for more information.

## **If Your Program Requires Unofficial Transcripts:**

For each college or university entered, click **Upload** and upload any associated transcripts.

## **If Your Program Doesn't Require Transcripts to be Submitted Through NursingCAS**

Some programs choose this option when they want your transcripts mailed directly to their office. For each college or university entered, click **View Requirements** to see the program's requirements.

# Transcript Entry

Your selected programs may have different requirements for transcript entry. For example, some programs may require that you enter all of your coursework, some may require that you enter only prerequisite coursework, and others might not require that you enter any coursework. To view each program's transcript requirements, scroll down to the **Program Requirements** section of the application's **Transcript Entry** page.

Start

UNIVERSITY OF GEORGIA

Start

Is entering your coursework taking too long?  Save Time

Is entering your coursework taking too long? Save significant time and ensure accuracy by having our specialists do it for you.

Tell me more

## Program Requirements

**NEEDS FULL TRANSCRIPT ENTRY:** To submit to these programs you will need to complete the Transcript Entry section.

# If Your Program Requires Full Transcript Entry:

Enter all the coursework you completed at all US and English Canadian colleges, or universities attended. See **Foreign and French-Canadian Transcripts** and **Study Abroad or Overseas US Transcripts** for guidelines on foreign coursework. Note the following:

- Reporting coursework accurately is your responsibility. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.
- Complete the **Colleges Attended** section before entering your courses.
- Report all courses on your transcripts, not just prerequisites. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations or other non-graded courses.
- Use official copies of your transcripts. Coursework must exactly match your official transcripts; don't use an unofficial version, like a printout from your school's website. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
- Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript. Don't list courses under the school in which the credits were transferred. You may need to go back to your Colleges Attended and add a school to enter the transfer credits for.
- NursingCAS will verify your coursework entry for accuracy, and your application will be returned to you if there are any inconsistencies, which may result in delays in submitting your application.

Note that if you don't want to enter all your coursework yourself, our specialists can enter it for you for an additional fee. See the **Professional Transcript Entry Service (PTE)** topic for more information.

# If Your Program Requires Transcript Entry for Prerequisites Only:

Entering prerequisite coursework is a 3-step process:

1. Visit the **Program Materials** section of your application to review each program's prerequisite coursework requirements. Programs that require prerequisites will have a **Prerequisites** tab where you can view this information.
2. Once you are familiar with the requirements, navigate to the **Transcript Entry** section and enter only the specific courses you have completed which match each program's prerequisite coursework requirements.
3. When you have finished entering your prerequisite coursework, return to the **Program Materials** section and visit each program's page to identify the courses that fulfill each program's requirements. To assign a prerequisite on the **Prerequisites** tab:
  1. Click **Assign Course**.
  2. Click the plus sign next to the course(s) that you believe fulfills the prerequisite. You can match multiple courses to one prerequisite, if applicable.
  3. Click **Save and Exit**.

NursingCAS will provide a standard set of GPAs to your selected program(s).

Note that if any program you are applying to requires full transcript entry, then you must enter all of your coursework. You only need to input this information once, as it can be used for every program you are applying to. See the section above for more information.

# Need More Transcript Entry Help?

Watch this video:

[https://help.liaisonedu.com/Application\\_Materials/Transcripts/Transcript\\_Entry\\_Video](https://help.liaisonedu.com/Application_Materials/Transcripts/Transcript_Entry_Video)

# Professional Transcript Entry Service (PTE)

## Overview

If you prefer not to enter all your coursework yourself, the Professional Transcript Entry Service (PTE) specialists can enter it for you for an additional fee. This service is only available for completed coursework from accredited schools. Coursework from unlisted schools, foreign coursework, and planned/in-progress courses are ineligible for PTE and must be entered by you.

Note that the PTE specialists only enter the information listed on your official transcripts and do not correct errors for coursework you have already entered. If you entered coursework and made a mistake or did not report an institution, these errors will be communicated to you during the verification process, at which point it will be your responsibility to correct them. Please refer to the **Refunding/Withdrawing Your Application** page for further payment policies.

## Fees

Fees for PTE are as follows:

- 1-3 transcripts: \$75
- 4-6 transcripts: \$100
- 7 or more transcripts: \$150

These fees apply only to coursework entry and are in addition to regular application fees. Fee waivers and coupon codes are not available for PTE. Additionally, your PTE payment cannot be transferred to another cycle (e.g., re-applicants, applicants applying in multiple cycles, etc.).

# Process

## Turnaround Time

Once all the requirements are met, it may take up to 10 business days for transcript entry to be completed. Your application will not be given a Complete Date and moved into the verification queue until your coursework entry is approved, at which point it can take up to an additional 10 business days to be verified. Please keep these turnaround times and your program's deadline requirements in mind. We are not responsible for missed deadlines due to PTE procedures or turnaround times.

## Reviewing and Approving Your Coursework Entry

You will receive a notification once your PTE is complete. You should then review the coursework entered by the PTE specialists to ensure it is accurate and approve the entry. You should also match your coursework to any required prerequisite courses in the **Program Materials** section before approving the entry.

If you find any issues with the coursework entry, email customer service to determine how to proceed. Wait for corrections to be confirmed and implemented before approving the coursework entry.

Once you approve your coursework entry (and complete all other application requirements), your application is given a Complete Date and placed in line for verification. Be sure to approve your coursework in a timely manner to avoid any delays in processing your application.

If you reapply in a future cycle, your PTE coursework will only carry forward if you submit your application and approve the PTE coursework entry in the current cycle.

PTE, complete the following required steps:

Work that is **not** eligible for PTE.

Before the PTE process can start, you must enter any coursework that is ineligible for PTE. In planned or in-progress courses and courses taken at unlisted US schools. We cannot enter them and they must be entered by you before you pay for PTE.

Note that once you make your PTE payment, you will be unable to enter any additional planned courses until the verification process is complete.

Official transcripts.

We must receive all required transcripts before PTE can begin. See **Sending Official Transcripts** for details. Monitor your application to ensure your transcripts are received. On average, it takes 10 business days from the date we receive your transcripts to post them to your application. Once your transcript confirmation email and you can view your transcript receipt dates on the **Check Status** tab.

or PTE.

Click **Tell Me More** at the bottom of the **Transcript Entry** page and follow the prompts to sign up for PTE. Payments are non-refundable and can only be made online via credit card. After payment, you can continue adding colleges attended for PTE until you submit your application. You can also add colleges attended for PTE once your application is submitted or during the Academic Update process.

Complete your application.

Before PTE, you must submit and pay for your application. Once your application is submitted and we receive your transcripts, we will begin work on your application within 10 business days. Note that applications are processed on a first-come, first-served basis.



# Standardized Tests

You can self-report your Standardized Test scores or report tests you plan to take in the **Standardized Tests** section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you are completing all requirements.

Note that self-reporting your scores is not the same as providing official scores to your programs. If your programs require official test scores, see **Sending Official Test Scores** for more information.

# Self-Reported Test Scores

## Add a Test Score

1. Navigate to the **Standardized Tests** section.
2. Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
3. Select **Yes** under **Have you taken the test**.
4. Enter the date you took the test.
5. Enter all applicable scores and test ID, if applicable.
6. Click **Save This Test**.

After submitting your application, you can continue to add new test entries to this section, but you cannot update or delete previous entries.

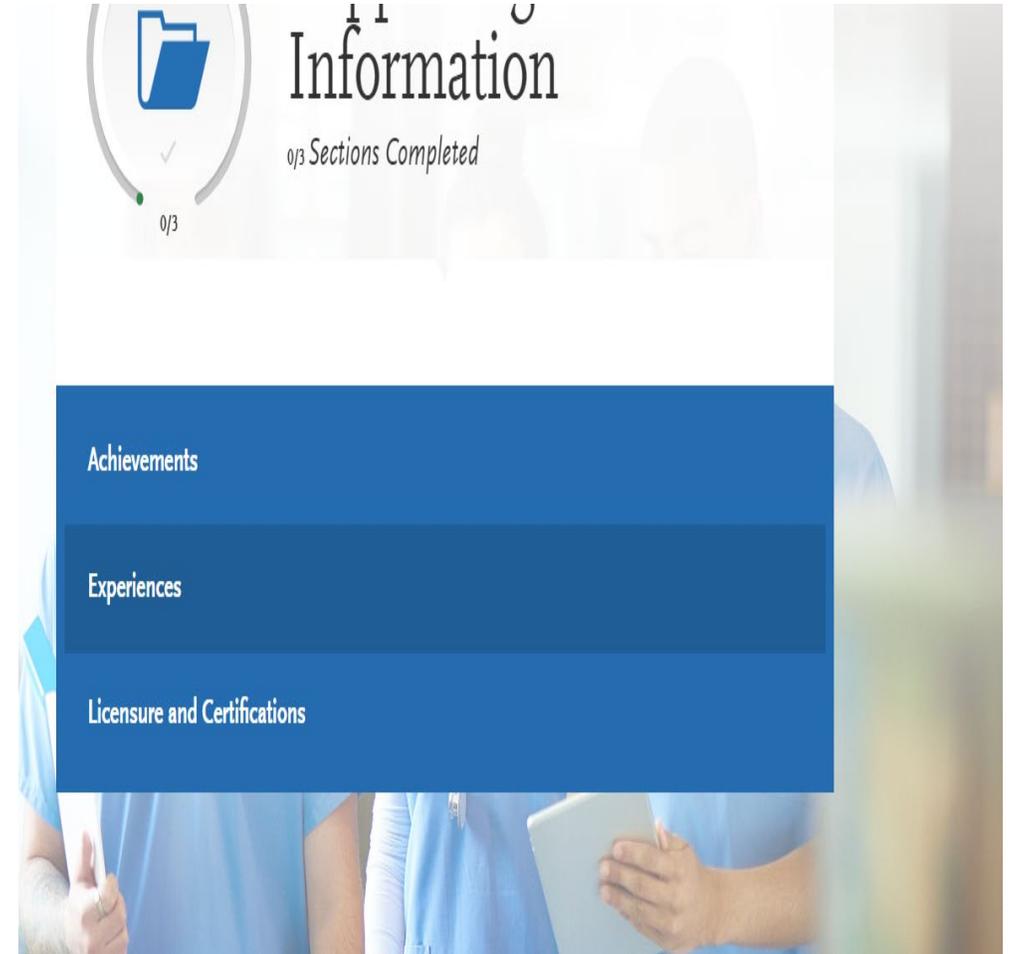
## Add a Planned Test

1. Navigate to the **Standardized Tests** section.
2. Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
3. Select **No** under **Have you taken the test**.
4. Enter the date you plan to take the test.
5. Enter your test ID, if applicable.
6. Click **Save This Test**.

ACT	<a href="#">Add Test Score</a>
MCAT	<a href="#">Add Test Score</a>
SAT	<a href="#">Add Test Score</a>
HESI	<a href="#">Add Test Score</a>
	<a href="#">Add Test Score</a>
NEXT GENERATION ACCUPLACER	<a href="#">Add Test Score</a>
TEAS	<a href="#">Add Test Score</a>
IELTS	<a href="#">Add Test Score</a>

# Supporting Information

This section is used to collect supporting application information, such as evaluations (i.e., letters of reference), achievements, and certifications.



# Achievements

In this section, you can enter any relevant professional or academic achievements in several categories, or types. Review the definitions below, consider the achievement you earned, and choose the category that you think best fits.

Although you can enter any achievements that you believe are relevant to your application, we recommend focusing on those achievements within the last 10 years and at the collegiate level and above.

# Types of Achievements

## Achievement Types

### Awards

Awards received as a prize, such as trophies and medals.

### Honors

Honors received as a special distinction for work done, including Dean's List and memberships in honor societies.

Update your achievements any time prior to submission. After submission, you can add more achievements. However, you cannot update or delete completed achievements.

\* Indicates required field

## Achievement Details

\* Type

Select Achievement Type



\* Name

Name of Presenting Organization

Issued Date

Brief description

0 word 0/600

# Adding an Achievement

1. Click **Add An Achievement**.
  2. Select the type of achievement.
  3. Enter the name of the achievement.
  4. Enter the name of the organization that presented the achievement, if applicable.
  5. Enter the issued date.
  6. Enter a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it. If your achievement was awarded multiple times (e.g., Dean's List), use this field to explain that instead of creating multiple instances.
  7. Click **Save This Achievement**. Your saved achievements will not display in any particular order, regardless of the order or dates you enter.
- Note that once you submit your application, you cannot edit or remove your achievements; however, you can continue to add new achievements, as needed.

# Licensure and Certifications

In this section, you can add any current professional licensure or certifications that you have. Note that NursingCAS does not verify the information entered here. Contact your individual programs to determine if they require official documentation of any licensure or certification listed in this section.

# Add a Licensure or Certification

In this section, you can add any current professional licensure or certifications that you have. Note that NursingCAS does not verify the information entered here. Contact your individual programs to determine if they require official documentation of any licensure or certification listed in this section.

## Add Your Licensure and Certifications ✕

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Licensure and Certifications, but you will not be able to update or delete.

\* Indicates required field

\* Type

Select Type



Save & Continue

# Adding a Licensure or Certification

## Add a Licensure

1. Click **Add a Licensure or Certification**.
2. Select **Licensure** from the **Type** drop-down.
3. Select an option from the **Type of License** drop-down.
4. Enter the name of the organization that issued the license.
5. Enter the date on which the license was issued and the date it is valid to, if applicable.
6. Select the state the license was issued in.
7. Select if your licensure status is in good standing.

## Add a Certification

1. Click **Add a Licensure or Certification**.
2. Select **Certification** from the **Type** drop-down.
3. Enter the type of certification.
4. Enter the name of the organization that issued the certification.
5. Enter an optional, brief description.
6. Enter the date the certification is valid to, if applicable.

Note that once you submit your application, you cannot edit or remove licenses and certifications; however, you can continue to add new ones, as needed.

# Experiences

In this section, you can enter your professional experiences in several categories, or types. Review the definitions below, consider the duties you performed, and choose the category that you think best fits the experience.

**Note that since each program's definitions and requirements vary, NursingCAS has no specific preference as to which category you choose.** These categories are broadly based on feedback from various nursing programs and are not a comprehensive list of every type of experience. Your experience's individual job description and responsibilities should determine the category you select; however, it is not guaranteed that your experience will be accepted by every program in the way you categorize it.

If you have any questions about your experiences fulfilling an individual program's prerequisite requirements, contact that program directly.

Although you can enter any experiences that you believe are relevant to your application, we recommend focusing on those experiences within the last 10 years and at the collegiate level and above. Enter only current and in-progress experiences (not planned experiences), and check your program's requirements regarding documentation.

# Types of Experiences

## **Employment**

Paid work done outside of the health care field or a research lab; for example, a retail or restaurant job.

## **Patient/Healthcare Experience**

Paid (Employment), unpaid, and volunteer work done within the health care field and/or in which were involved in patient care.

## **Community Enrichment**

Volunteer work done outside of the health care field; for example, working for Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.

# Adding an Experience

Please list your experiences in chronological order from most recent to least recent.

1. Click **Add an Experience**.

2. Select the appropriate experience type from the drop-down.

3. Enter information about the organization where the experience took place.

4. Enter information about your supervisor at the organization. This is a person that programs can contact to verify that this experience occurred. If the experience was a student-organized group and there was no advisor, list a member who can verify your experience.

5. Enter the date or date range in which the experience took place. Note that your experiences will not display on your application in any specific order, regardless of the dates entered.

6. Enter additional details about the experience, including the title of the experience and the time commitments. Enter the average weekly number of hours that you completed for this experience during the date range that you indicated.

7. Select **Yes** or **No** to indicate a release authorization to allow your selected programs to contact the organization.

8. Click **Save & Continue**.

Note that you cannot repeat hours between experience types. So, if position duties encompass more than one section, enter the position in both sections and divide the hours and duties accordingly.

# Program Materials

The **Program Materials** section includes additional information and requirements for the programs you selected in the **Add Program** tab. Each program's requirements may vary, so it's important you review this section in detail.

Your selected programs appear on the left side of this page; click each program's name to begin your review. Note that depending on your program's requirements, you'll see one or more of the tabs outlined below.



# Program Materials Components

## Home

The **Home** tab contains the Program Details provided by each program at the start of the application cycle. It includes deadlines and other information specific to the program. Be sure to review this page carefully for any additional instructions, information, and/or requirements.

## Questions

The **Questions** tab is only available for certain programs. Here, you can answer questions specific to each program. Questions may be multiple choice or open-ended text boxes. Some programs require an additional essay. Contact each program directly if you have questions.

Select your answers for each question and then click **Save**. If copying a response into a text box, check for possible formatting changes. We suggest using simple formatting, as tabs, italics, multiple spaces, etc., will not be saved. To delineate paragraphs, type a double return between each paragraph.

# Program Materials Components

## Documents

The **Documents** tab is only available for certain programs. If applicable, you can upload documents that will only be visible to that particular program. Documents that do not have a red asterisk are optional and do not need to be uploaded for you to submit your application.

Contact the program directly if you have any questions about their specific requirements.

If your program provides a PDF form to fill out and upload in this section, you must save and upload it as an image. Depending on your computer's operating system, there may be multiple ways to do this; a Google search can point you in the right direction.

Once your application is submitted, you cannot re-upload, update, or edit the documents in any way; however, you can upload new documents.

## References

The **References** tab is only available for certain programs that require you to submit references.

# Letters of Evaluation

## Before You Begin

References (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the references themselves; they cannot be completed or submitted by the applicant or another party on behalf of the reference. We are not responsible for verifying references' identities. If a discrepancy is found, we reserve the right to contact the appropriate individuals to investigate and to share the discrepancy with all programs.

Before getting started, consider the following:

- **All references are submitted electronically** by references using [Letters by Liaison](#), our Recommender Portal.
- **Research each program's requirements.** You should determine whether your programs have specific requirements regarding reference roles or relationships before listing references on your application. Many programs have strict guidelines and completed references cannot be removed or replaced.
- **Choose your references early in the application process** to ensure they have adequate time to submit your reference.
- **Prepare your references.** Once you choose your references, be sure to inform them about the process and that they will be completing the reference electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your reference request (which will come from [nursingcasinfo@nursingcas.org](mailto:nursingcasinfo@nursingcas.org)), including any junk or spam folders.

# The Reference Process

When you request references, your reference receives an email request with a link to Letters by Liaison. References review your requests, and then accept, complete, or deny them. References may complete assessments such as writing essays, completing Likert scales, and/or uploading letters. Once your reference completes your reference, you'll be notified via email. You can check the status of your reference requests in the **Check Status** tab of your application at any time.

# Submitting a Reference Request

1. On the **References** tab, click **Add Reference**.
2. Enter the reference's full name and email address.
3. Select the date by which you would like this reference completed. This date should be before your program(s) deadline.
4. Enter a brief message or note for the reference.
5. Select whether you want to waive your right of access to the reference. See **Waiver** below.
6. Click the checkboxes to indicate your permission for us (and programs) to contact your references.
7. Click **Save This Reference Request** to submit it. Once you do so, an email is immediately sent to the reference.
8. Confirm with your references that they received the email notification.
9. Use the **Check Status** tab to monitor the status of your references. Completed references are marked as "Complete" and have a Complete Date listed. Follow up with your references if their references are still marked as "Requested" or "Accepted." It is your responsibility to ensure that reference requests are received and completed on time. We will not notify applicants about missing references.

# Editing References

## Resend the Reference Request

If you need to resend a request:

1. On the **References** tab, locate the request you wish to resend.
2. Click the **pencil icon** to edit the request.
3. Scroll to the bottom of the page and click **Resend This Reference Request**.

## Change the Reference's Email Address

If you entered an incorrect email address for any references (or if any reference asks that you send the request to a different email address), you must delete these requests and then re-add them with the correct email.

# Waiving References

The Family Education Rights and Privacy Act of 1974 (FERPA) gives you the right to access references unless you choose to waive your right of inspection and review. Prior to requesting any references, you are required to indicate whether you wish to waive your rights. NursingCAS will release your decision to waive or not waive access to your references and designated programs. Your waiver decision serves the same purpose as a legal signature and is binding.

Selecting **Yes** indicates to programs that your reference completed their reference with the understanding that you would not be able to view it. This means you will not be able to see the content of the reference. Programs may view this type of reference as a more accurate representation of an applicant's qualifications.

Selecting **No** indicates to programs that your reference completed their reference with the understanding that you may choose to view it in the future. Selecting this option does not allow you to view your reference via the application. If you do not waive your right to view the reference, you may ask your reference for a copy of the reference. Programs may view this type of reference as a less accurate representation of an applicant's qualifications.

Once you make a selection, you can't change it, so consider the choices carefully.

# Kira Assessment

Some programs may request or require that you complete a Kira Talent assessment, which is separate from your NursingCAS application. Kira Talent is a cloud-based, online video screening platform where your programs create virtual interview questions. Contact each program directly if you have questions.

To submit a Kira assessment:

1. Click **Open Kira Assessment**.
2. You will then be redirected to Kira Talent, where you can register and complete your assessment.

Once you complete the Kira assessment, return to your NursingCAS application to verify that the section is marked complete. It can take up to one hour to update, and you may need to refresh the page.

Note: if your program's Kira assessment is optional, you can choose not to submit one by clicking **I Do Not Want To Complete This Assessment**.

# Program Materials: Prerequisites

The **Prerequisites** tab is only available for certain programs. In it, you can assign courses you took (or plan to take) to fulfill the program's required prerequisites. You must complete Transcript Entry and Transcript Review in order to complete this section.

Note that assigning these courses **does not necessarily mean you meet the program's prerequisite requirements**; the program wants you to self-identify these courses for their review. Contact each program directly if you have questions about these prerequisites.

## **Assign a Prerequisite**

1. Click **Assign Course**.

2. Click the plus sign next to the course(s) that you believe fulfills the prerequisite.

You can match multiple courses to one prerequisite, if applicable. If you do not have a prerequisite course to add, click **I Am Not Matching Any Courses to this Prerequisite**.

3. Click **Save and Exit**.

# Still have Questions?

For help with application-related questions, contact customer service by chat via the icon in the lower right corner, by phone at **617-612-2880**, or by email at [nursingcasinfo@nursingcas.org](mailto:nursingcasinfo@nursingcas.org). Note the following:

- Hours of operation: Monday – Friday, 9 AM – 5 PM ET.
- For the quickest response, contact by chat.
- NursingCAS typically provide responses to emails within two business days; however, response times can take up to three business days when they are at their busiest.
- Be sure to have your CAS ID number (located under your name in the upper-right corner of the application) when contacting NursingCAS.

# When You Should Contact a Program Directly

NursingCAS can assist with application-related questions. For all other inquiries, including the following, please contact your program directly:

- Admission requirements and policies
  - Deadline requirements
  - Prerequisites
  - Supplemental materials
  - Requirements regarding the identity of references
  - Status of your application after it has been verified
  - Admission decisions and interview questions
  - Content and duration of a particular school's program
- 



# Thank You

**Casey Ellis**

**[cme18@uga.edu](mailto:cme18@uga.edu)**

**[About Us | Pre-Health Advising Office \(uga.edu\)](#)**