



SCHOOL OF NURSING

Traditional Bachelor of Science in Nursing Application Instructions

TWO-STEP PROCESS

1. Apply to the University Through Cal State Apply

<https://www.csus.edu/apply/admissions/application-process/>

- Spring – August 1 - due August 31 (Deadlines subject to change please refer to link above)
- Fall – October 1 - due November 30 (Deadlines subject to change please refer to link above)
- **Second Bachelors** - Apply to the University before you submit your supplemental nursing application—see Second Bachelors –University Application Instructions at the end of this document for special instructions.
- Select **Health Science** as your major—do **not** select Nursing CCE Extension. Your major will be Health Science unless you either, get into the School of Nursing program, or if you decided to declare a different one.
- Submit current transcripts for **all** colleges attended, **other than Sac State**, to the University—do **not** upload to Cal State Apply—do **not** send to the School of Nursing.
- Select the **Transcripts** tab for detailed instructions and deadlines.
- After you submit your University application, you will be prompted by email to create a Sac State, SacLink Username and Password—this may take a few days! You will need your SacLink Username and Password to submit your supplemental nursing application.

2. Apply to the School of Nursing

<https://www.csus.edu/college/health-human-services/nursing/traditional.html>

- Spring - September 1 - due October 1
- Fall - February 1 - due March 1
- Our application is processed in-house. The application will be available on our Traditional Nursing Program website during the application period—**we do NOT use NursingCAS.**
- **Do NOT submit ANY documentation to the School of Nursing.**
- **Transcripts** – current transcripts for all colleges attended, **other than Sac State**, must be on file with the University by the following deadlines: 1) new students—follow instructions

provided by the University, 2) continuing Sac State students—follow instructions provided with the supplemental nursing application.

- **Optional Criteria Documentation** – scan and upload to the **Nursing Document Upload** site—detailed instructions and upload link will be provided with the application.
- **High School Transcripts** – If needed, and not already on file, submit official (sealed) transcripts to the University. Do **not** upload with your Optional Criteria documentation—once opened they are no longer official! (This includes all AP/IB transcripts)
- **Applied Previously** – Applied Spring 2018 and after – No worries! You need to submit a new application and \$35 BSN Non-Refundable Evaluation fee, but you do not need to resubmit any documentation we already have on file (transcripts, TEAS results, or Optional Criteria documentation). If you had courses in progress during the last application cycle, it is your responsibility to ensure current transcripts are on file with the University.

SECOND BACHELORS – UNIVERSITY APPLICATION INSTRUCTIONS

- Apply to the University **before** you submit your supplemental nursing application.
- After you create your Cal State Apply, ID and Password—select **Undergraduate** and **Seeking a Second Bachelor’s Degree**. Do **not** select "Graduate" Application!
- Select **Nursing, Second Bachelor** as your major – **do not** select Health Science, Second Bachelor as this is a separate program.
- Second Bachelors are **not** required to enter course work for all colleges attended in the **Transcript** entry section—please ignore multiple error messages. If you already entered course information, that is absolutely okay—do not delete! This exception is allowed for Second Bachelors only—all other applicants are required to enter ALL course information.
- After you submit your University application, you will be prompted by email to create a Sac State, SacLink **Username** and **Password**—this may take a few days! **You will need your SacLink Username and Password to submit your supplemental nursing application.**
- All applicants are required to submit **one** set of transcripts for all colleges attended, **other than Sac State**, to the University **only**—do **not** send any documentation to the School of Nursing.
- Admission to the University is contingent on admission to the Traditional BSN program. If you are selected for admission, the BSN Admissions Coordinator will forward your name and Sac State ID to the University Admissions and Outreach Office for processing.
- Nursing, Second Bachelor applicants are **not** allowed to change their major at any time during the admissions process. In the event you select the wrong major please reach out to the School of Nursing sacstatenursing@csus.edu. We will do our best to assist you.
- Continue to step 2 above for applying to the School of Nursing.