

## CAL STATE EAST BAY PRE-LICENSURE NURSING PROGRAM – APPLICATION CHECKLIST

	WHAT IS IT?	SUBMIT TO	DID I SUBMIT IT?	FALL DUE DATE	SPRING DUE DATE	IS IT REQUIRED ?	OTHER DETAILS
Cal State East Bay online Application	secure application for general university admission, has separate deadlines and requirements	<b>Cal State East Bay Admissions</b>		<b>December 15</b>	<b>August 31</b>	Yes, for transfer students	<b>Current Cal State East Bay students do not need submit <i>UNLESS they will graduate BEFORE Nursing Program BEGINS</i> (such as graduating Spring 2023 and starting Nursing Fall 2023) <b>Must have NetID to submit nursing application (see next category).</b></b>
NursingCAS online application	secure system - collects Nursing applications and documents	<b>NursingCAS</b>		<b>December 15</b>	<b>August 31</b>	Yes	Find link on Cal State East Bay Nursing website or go to <a href="http://www.nursingcas.org">www.nursingcas.org</a> ; Nursing Admissions staff can access. <b>Cal State East Bay NetID required in order to submit the nursing application.</b>
Official Transcripts from ALL schools attended	Documents showing what courses you completed and grades you earned	<b>NursingCAS -and- Cal State East Bay Admissions</b>		<b>January 31</b>	<b>August 31</b>	Yes	<ul style="list-style-type: none"> <li>• <b>ORDER TWO COPIES.</b></li> <li>• Send NursingCAS official transcripts from ALL colleges (including Cal State East Bay), even if not prerequisite classes; may be option send electronically.</li> <li>• <b>Check Cal State East Bay admissions deadlines separately.</b></li> </ul>
Official TEAS Exam score report  (accept only 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> attempt, any version)	Required Nursing Program entrance exam.	<b>Nursing Department</b>		<b>December 15</b>	<b>August 31</b>	Yes	<ul style="list-style-type: none"> <li>• <b>Must earn 70% minimum overall score AND 65% minimum English/ Reading scores to stay eligible.</b></li> <li>• Type score into NursingCAS, <b>AND</b> order official score report from ATI to send electronically to Cal State East Bay Nursing Department. <b>REQUIRES FEE.</b></li> <li>• Do NOT attach unofficial score report to NursingCAS.</li> <li>• <b>Students who take TEAS exam at Cal State East Bay do not have to order or forward official score report to Cal State East Bay, just complete exam at least one week before deadline.</b></li> </ul>
Personal Statement	A few short-answer questions on personal attributes, skills and qualities	<b>NursingCAS</b>		<b>December 15</b>	<b>August 31</b>	Yes	Find form on Nursing Dept. website and upload completed form to NursingCAS Program Materials section (“Personal Statement”).

## CAL STATE EAST BAY PRE-LICENSURE NURSING PROGRAM – APPLICATION CHECKLIST

	WHAT IS IT?	SUBMIT TO	DID I SUBMIT IT?	FALL DUE DATE	SPRING DUE DATE	IS IT REQUIRED ?	OTHER DETAILS
Health and Community related experience form	Proof of paid or unpaid experience that contributes to wellness of community	<b>NursingCAS</b>		<b>December 15</b>	<b>August 31</b>	No	<ul style="list-style-type: none"> <li>• <b>Minimum 75 hours in last 3 years</b></li> <li>• Find form on Nursing Dept. website and upload completed form to NursingCAS in Program Materials section (“Other”).</li> <li>• <b>**Also submit signed letter from organization as proof.</b></li> </ul>
Language Proficiency form	Proof of intermediate speaking/reading ability in language other than English	<b>NursingCAS</b>		<b>December 15</b>	<b>August 31</b>	No	<ul style="list-style-type: none"> <li>• Find form on Nursing Dept. website and upload completed form to NursingCAS in Program Materials section (“Other”).</li> <li>• Verification only accepted from language instructor or bilingual certification proof</li> <li>• <b>**If submitting verification from language instructor, also submit signed letter from language instructor.</b></li> </ul>
Military paperwork	Proof of military status, such as DD214	<b>NursingCAS</b>		<b>December 15</b>	<b>August 31</b>	Only if you are military	Upload proof to NursingCAS in Program Materials section (“Military Papers”).
LVN license	Licensed Vocational Nurse	<b>NursingCAS</b>		<b>December 15</b>	<b>August 31</b>	Only if you are LVN	Upload proof to NursingCAS in Program Materials section (“License”).
Course descriptions	What appears in catalog, list of details / subjects covered in course + any unofficial international transcripts	<b>NursingCAS</b>		<b>December 15</b>	<b>August 31</b>	No	Upload to NursingCAS in Program Materials section if any prerequisite courses taken more than 10 years ago and not on <a href="#">TES</a> , or if Nursing Department requests.

Questions? Call Cal State East Bay Nursing at 510.885.3481 or email [nursing@csueastbay.edu](mailto:nursing@csueastbay.edu)

updated 9/29/2022