# Indiana State University
# School of Nursing
# Undergraduate LPN to BSN Track
## Nursing Admission Materials

## Admission Materials Overview

- LPN to BSN admission documents are only accepted via the online admission form.
- Prior to opening the Nursing Admission Materials Form, gather the information described below and prepare the materials to upload.
- An incomplete form cannot be submitted.

## Preparation for Nursing Admission Materials

☐ 1. Demographic Information: Name, Indiana State University ID# (if known), street address, city, state of residence, zip code, telephone number, Indiana State University email address (if known), and alternate email address.

☐ 2. LPN/LVN License: Current state of licensure including license number.

☐ 3. LPN/LVN Work History: Names of facilities and dates employed.

☐ 4. Driver's License: Legible copy (prepare pdf format only).

☐ 5. Resume: Use this guide and template to create your resume (prepare document format only – i.e. Word). Provide one professional and one academic reference (if possible) on your resume. (Do not send or submit reference letters – references will be contacted as necessary by the Admissions committee.)

☐ 6. National Background Check: Attach a completed Castlebranch National Background Check (pdf format only).

- Log into your Castlebranch account to obtain the completed check in pdf format. Make sure the check has a "completed" date in the seal in the upper right corner of the first page instead of "pending".
- If you do not have a ***completed*** Castlebranch National Background Check, provide the date your National Background Check was ordered (mm/dd/yyyy).
- The background check must be ***within 7 months of the deadline for admission*** to the LPN-BSN Track (between February 1 and September 1 for Spring admission and between August 1 and March 1 for Fall admission).
- View the Background Check Policy.

☐ 7. Health Immunization Record: Complete and sign the Health Immunization Record (submit the signed form in pdf format only). Multiple pdfs are not accepted on the

Admission Materials Submission Form. Software to combine multiple pages into one pdf may be used. **Submission of other immunization documentation is not sufficient for application.**

- ☐ 8. Drug Screening Policy Acknowledgment Form: Review, complete, and sign the **Addendum A** form linked from the Drug Screening and Impaired Nursing Student Policy (prepare the signed form in pdf format only)

- ☐ 9. Acknowledgement of Limitations to Clinical Placement and Licensure Form: Review , and sign the form linked from the Notification and Acknowledgement of Limitations to Clinical Placement and Licensure Form (prepare the signed form in pdf format only)

- ☐ 10. Student Outcome Assessment Form: Review, complete, and sign the Student Outcome Assessment Form (prepare the signed form in pdf format only).

- ☐ 11. Honor Code Form: Review, complete, and sign the Honor Code Form (prepare the signed form in pdf format only).

## Submission of Nursing Admission Materials

1. Prepare all admission materials above.
2. Access the Nursing Admission Materials Form.
3. Submit all required admission materials.
4. Once all required materials have been submitted, a screen with the information you entered will appear.
5. Review the information for correctness and completeness. Download a pdf from the Download PDF link if all information is correct.
6. Should changes be needed, click BACK to make the necessary corrections.
7. Once all information is correct, click Submit My Admission Materials to again review your information.
    a. Download a pdf from the Download PDF link if all information is correct.
8. To complete your submission, **scroll to the bottom of the page** showing your information and click **once again** Submit My Admission Materials.
9. Once your submission is complete, you will see a confirmation screen and receive a confirmation email – if you do not receive a confirmation email in a short time, you have not completed your submission.

## Confirmation of Nursing Admission Materials Submission

1. If you did not receive the confirmation screen and the confirmation email, your Admission Materials have not been submitted.
2. Reopen the Nursing Admission Materials Form and complete the Submission of Nursing Admission Material section.

**Incomplete submissions will not be considered for admission.**

**Save ALL of the documents you uploaded to your application.**

- **Documents are not returned to applicants.**
- **If you are not admitted, submitted documents will not be kept on file.**