

Online Application Guidelines for the College of Nursing

Thank you for your interest in applying to the College of Nursing. We look forward to reviewing your application. The following guidelines are provided to assist you with the online application process. Print these guidelines and refer to them while you complete your application.

- **Verify your qualifications for admission.** Start by familiarizing yourself with the College of Nursing Application Policy and Admission Process posted on the website. Be sure that you qualify for admission for the program before submitting an application. If you have any questions whether you qualified or not, call the Advisement Office.
- **Set up an application account.** Once you are sure you qualify for admission, start the application process by clicking the application link on the homepage. You will need to create an account using your name and email address. A pin number and password will then be sent to your email. Be sure to save this information! This pin number and password are necessary in order to actually start the application process. There is no fee to create this account and start your application. A fee will be required to submit the application.
- **Complete the application.** Using the pin number and password (sent to you when you set up an account), open the application and complete the information in the required fields. All information and instructions are provided within the online application. If desired, you may print a copy of each page of the application. As you complete information on each page, you will be given the option to SAVE the information (which allows you to leave the application and come back to it at a later time), or SAVE and CONTINUE (which saves your information and takes you to the next page), or RESET, which clears the current form. Please note that you can go in and out of this application as many times as needed. Each time you log on to continue completing the application, you will need your pin number and password in order to log on.
- **Submit the Application.** Once the application is complete and you have uploaded all necessary documents, the application is submitted with the payment of a non-refundable \$60.00 application fee. A credit or debit card is required for payment. Your application will not be reviewed until it has been submitted. You will need to submit both the payment and the application so please pay attention to the instructions when you are submitting your application.

ADDITIONAL MATERIALS TO SUBMIT TO THE COLLEGE OF NURSING

- **Transcripts (All Applicants)** Submission of official transcripts is required for the application; however this is not done as part of the online application process. Transcripts should be delivered in person or by mail to the College of Nursing Advisement office not later than 5pm on the deadline date. Please do not submit your transcripts unless you have submitted an online application. Detailed instructions regarding correct management and submission of transcripts are described below.

1. One **OFFICIAL*** transcript is required from every institution you have ever attended or are currently attending; this includes all institutions in which you were enrolled and received a grade (including “withdrawal” grades). Include Colleges, Professional Schools, Diploma schools, College Extension, Correspondence enrollments and student exchange programs. This applies even if you took only one course from that institution and even if it is not applicable to nursing. NOTE: Do not list study abroad programs separately on the application form if they are included as part of a transcript program (with grades) from an accredited U.S. Institution. An “official transcript” is one that is submitted to the College of Nursing in a sealed envelope from the granting institution.

* Note: Either official or unofficial transcripts from the University of New Mexico will be accepted. The UNM Transcript Request Form for online ordering of the transcript is located at <http://registrar.unm.edu/>

2. The applicant is responsible for submitting the official transcripts. Request that the transcripts are sent to you directly. When you receive your transcripts, **DO NOT OPEN THE TRANSCRIPT ENVELOPES!** If they have been opened or tampered with, they will be considered unofficial and may prevent you from being considered for admission. If you wish to have a copy of the transcript for yourself, or need additional copies for application to the University of New Mexico (see below), these should be ordered separately.
3. When you receive all of the transcripts, place the unopened envelopes containing the transcripts in a packet for submission to the College of Nursing. In the event the institution does not send official transcripts to students, please request that they be sent directly to the College of Nursing Advising Office, and explain this in a separate note included with your submitted packet. All transcripts must be submitted to the College of Nursing Advisement Office by 5pm on the posted application deadline. Be sure to order your transcripts early so that you don’t miss the application deadline.
4. Your application will not be considered complete until transcripts are received. Failure to report attendance at an institution and submit all official transcripts constitutes fraud. If you don’t submit official transcripts by the deadline, this may result in your elimination from the applicant pool. The College of Nursing is not responsible for mail delays.
5. **Nursing License (RN-BSN, MSN, and PhD applicants)**
You will need to submit a copy of your current nursing license to the College of Nursing. Please include this in the transcripts submission envelope (described above).
6. **MSN Application Applicable to RNs with a non-nursing baccalaureate degree**
See MSN Admission process @ <http://hsc.unm.edu/consg/pdf/MSNAdmissionProcess.pdf>. RNs with a non-nursing baccalaureate degree have one opportunity to pass a Community Health test prior to admission. Applicant should submit copy of test results within 5 days of the application deadline to the college “Attn: MSN Application” to address below.

Mailing Address:

UNM College of Nursing
Advisement Office
MSC 09 5350
1 University of New Mexico
Albuquerque, NM 87131-0001

FED Ex or Hand Delivery:

UNM College of Nursing
Advisement Office Room 255
Nurs/Pharm Building
2502 Marble Ave. NE
Albuquerque, NM 87131-0001

Reminder: In addition to applying to the College of Nursing, you must also apply to the University of New Mexico.

Undergraduate Applicants:

- If you are currently an undergraduate student at UNM applying for the BSN program, you do not need to do anything.
- If you are a transfer student, non-degree student, or have not attended UNM for 3 or more semesters or in graduate status, you must apply to UNM as an undergraduate student.
- Click on the following link below to be connected to the UNM Admissions and Recruitment Services.
 - o <http://www.unm.edu/admissions/guidelines/>

Master and Doctoral Applicants:

- If you are applying to the graduate program as an MSN or PhD student, you will need to apply to the University of New Mexico Graduate Program. You must do this even if you are currently an undergraduate student at UNM.
- Click on the following link below to be connected to the UNM Office of Graduate Studies for detailed information concerning admissions.
 - o <http://www.unm.edu/~grad/admissions/admissions.html>