



San Bernardino  
Valley College



# NURSING APPLICATION CHECKLIST

## Applications are Available Online Only

Application Periods: September 15th-September 30th (Spring Entry)

March 15th- March 30th (Fall Entry)

Applicants are responsible for reviewing and or verifying application information prior to submitting. It is highly recommended for applicants to attend an Application Workshop prior to starting the Nursing Application. Visit the SBVC Nursing website for Application Workshop date and times. This checklist is designed to assist you with the application process. The following items are required. Failure to fulfill these requirements will result in your application being disqualified.

- All prerequisites must be completed prior to applying.
- Must meet all GPA requirements:
  - Science minimum GPA of 2.8
  - General education minimum GPA 3
- The following must be on file with Admission and Records by application deadline:
  - Official high school transcripts, equivalency of completion, OR international students official high school equivalency.
  - Prior credit evaluation.
  - Official bachelors degree or higher transcripts if applicable.
  - Official AP/IB scores from college board if applicable.

*To verify if your forms are on file, please contact the Admission and Records Department.*
- File uploads that may be required when applying:
  - Academic degrees, diplomas, or relevant certificates for criteria Area 1.
  - Documentation for special circumstance for criteria Area 3.
  - DD214 for Veterans in criteria Area 4.
  - Documented proficiency or advanced level of course work in languages other than English for criteria Area 6.

### LVN Applicants: All the above, plus **ADDITIONAL REQUIRED ITEMS** to be uploaded:

- A copy of LVN license. (Must be current and in good standing.)
- Detailed resumé. This includes all responsibilities as an LVN.
- Employment verification letter (should be printed on your company's official letterhead or stationery that includes the company logo). The letter should include the following information:
  - Employee Name, Job Title, and Job Description
  - Dates of Employment
  - Total amount of hours worked
  - Date letter was composed
  - Wet/Handwritten Signature
  - Employer/supervisor's contact information. (Full name, job title, email address, business address, and phone number.) **Note: This is not a Letter of Recommendation.**

### ATI TEAS Information

After points have been calculated from the first round of the application phase, selected students will be invited to take the ATI TEAS. Visit the ATI website for information on the exam, and study material. It is recommended to begin studying now. Invites will be sent via email, no later than mid October (Spring Entry) or mid April (Fall Entry). Be sure to check your email periodically, including spam/junk folder. If selected for the second round application phase, students who have completed the ATI TEAS within twelve months, must request passing scores be sent electronically from ATItesting.com. Fees may apply.