

RN-BSN Program Application Instructions and Checklist

Step 1: Attain GSW admission in good standing to the University. If transferring, the Admissions office provides information on [how to transfer to GSW](#).

- A. **Student must be ACCEPTED by the University prior to applying to the School of Nursing.** Apply to GSW as RN-BSN Nursing track.
 - a) Students who applied to GSW within the last three years and did not attend when accepted, must submit a [Change of Semester Form](#).
 - b) If you attended GSW for any length of time and wish to return for undergraduate coursework, please complete the [Application for Re-admission](#) to be returned to the Registrar's Office.
- B. All transcripts must be sent to the Office of Admissions in support of the University Application. *Official transcripts from other institutions can take some time—plan accordingly.*
- C. Deadlines for GSW Admissions can be found on the Undergraduate Admission website.

Step 2: Meet the Eligibility Requirements for application to the RN-BSN BSN Program

All School of Nursing application materials should be sent together (including application form, sealed reference forms, resume, and copy of active RN license) by the application deadline. Incomplete application packets may delay review by the Admission & Progression Committee. We encourage you to start the application process at least 6-8 weeks prior to the deadline so that all transcripts can be received by Admissions and a transcript evaluation done by the Registrar.

Use the checklist below to be sure you have included all required documents with your application.

GSW School of Nursing Application

- The application may be downloaded online, or the copy included in this packet can be used. Incomplete applications or applications that arrive without all required information will not be processed. Read each item carefully and mark correctly.

Two (2) Completed Reference forms:

- At least one reference should be from a recent faculty member, if applicable; or other instructors and/or work supervisors with whom you have been in contact over the past two years. All references must be submitted on the official School of Nursing reference form and can be returned via Email. Letters alone will not be accepted. Additionally, no reference forms will be accepted that are written by a relative of the applicant.

Resume

Proof of RN licensure in the state of Georgia

Verification of GSW Acceptance

- The School of Nursing at Georgia Southwestern State University uses a two-tier process system for admission to its BSN programs. It is the applicant's responsibility to apply and be accepted by the University prior to applying to the School of Nursing.
- **College Transcripts:** Official transcripts from any college attended should be sent directly to the Office of Admissions. **Official transcripts from other institutions can take some time—plan accordingly.**

Former GSW RN-BSN students

- *RNs wishing to reapply to the School of Nursing may do so one time and should use the RN-BSN Application for Readmission.* Former GSW students who have not been enrolled within one calendar year must apply for readmission to GSW Admissions Office. Applicants applying for readmission who have attended other institutions since their last enrollment at GSW must submit an official transcript from those institutions.

Application Deadlines

Summer Admission: April 15th

Fall Admission: July 15th

Spring Admission: November 15th

The Application packet must be received by the SON by the published application deadline via email to nursing@gsw.edu, mail, or personal delivery to:

**School of Nursing
Student Services Coordinator
Georgia Southwestern State University
800 Georgia Southwestern State University Drive
Americus, GA 31709
FAX: 229-931-2288**

Please contact us via email at nursing@gsw.edu if you need additional information.