

## **Nursing Application Instructions and Checklist**

**Step 1: Attain GSW admission** in good standing to the University.

Deadlines for GSW Admissions can be found at

<http://gsw.edu/Admissions/ApplytoGSW/Deadlines/index>

The GSW admission process is overseen by the Office of Admissions at this link:

<http://gsw.edu/Admissions/index> /Office of Admissions can be reached by phone at (229) 928-1273

**Step 2: Apply to School of Nursing to the BSN Program of choice**

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

- GSW School of Nursing Application Form**
- 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 sent via email as noted on form. Letters will not be accepted unless accompanied by a reference form. Additionally, no reference forms will be accepted that are written by a relative of the applicant.
- Resume (if applying to 2<sup>nd</sup> Degree or LPN-BSN)**
- HESI A2 Scores (minimum of 75% required) & HESI transcript**
  - Exam must be completed within two years of application deadline date & only 2 attempts are allowed.
- Verification of GSW Acceptance if transfer student**
  - The Admissions Office will notify the School of Nursing of your acceptance to GSW and will make available a transcript evaluation.
  - If taking or in progression of pre-requisite courses at other institutions during the admission process, applicants must make note of what courses they are taking on their nursing application.
  - Submit an official transcript verifying final course grades to Registrar's office and an unofficial transcript verifying final course grades to the School of Nursing Student Services Coordinator's office immediately after completion of course(s).
- Copy of active LPN license (if applying to LPN-BSN)**

**Program may require an interview.**

- Applicants who require an interview will be contacted by the program's Admission Committee.

**Traditional, 2<sup>nd</sup> Degree, LPN-BSN Program Application Deadline:**

Applications will be accepted several months before the due dates but the review of the applications will not take place until after the due date.

**SPRING Admission due by October 15<sup>th</sup>**

**FALL Admission due by February 15<sup>th</sup>**

**Attention transfer students: Your SON application will require a transcript evaluation so be sure to apply early to the university so that this document can be completed before the deadline.**

**The Application and all documents** must be received by the School of Nursing by the published application deadline via email [nursing@gsw.edu](mailto: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](mailto:nursing@gsw.edu) if you need additional information.**