This guide will ensure that you complete the Cal State Apply application correctly for the RN-BSN program. If you complete the application incorrectly, you will be required to re-apply and pay the $70 application fee again.

Cal State Apply:

The RN-BSN program admits twice an academic year, Fall and Spring. Please see below for the application period for each cycle:

<table>
<thead>
<tr>
<th>Fall Application</th>
<th>Spring Application</th>
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</thead>
<tbody>
<tr>
<td>October 1 to January 15</td>
<td>August 1 to August 31</td>
</tr>
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</table>

There is a non-refundable $70 fee. Applications do not roll over semester to semester.

Once you complete your Cal State Apply application, Cal State Fullerton will send an email with a Campus-Wide ID (CWID) number. Please understand that you will not receive your CWID immediately after you apply. You will need to be patient as it may take a few days for your application to process. It’s important to note that the School of Nursing does not provide this information to you. This will come from the Office of Admissions.

When you receive your CWID, you will want to create your student portal through https://www.fullerton.edu/. This will allow you to access your application status, create your CSUF email address, and much more.

Official Transcripts:

Official Transcripts must be mailed to the School of Nursing from all regionally accredited institutions attended. No electronic transcripts will be accepted by the School of Nursing! The School of Nursing will submit your official transcripts to the Office of Admissions. You will not need to send another copy to them.

It may take time for your transcripts to be processed and your student portal to be updated. Please be patient!

California State University, Fullerton
School of Nursing, EC 190
ATTN: Laurel Replogle
800 N. State College Blvd.
Fullerton, CA 92831

An applicant can be denied if official transcripts are not received by the deadline. Please see below for the deadlines for each application cycle. The Pre-Enrollment Advisor cannot review your application until all transcripts are received.

Please do not confuse this with the University transcript deadline. You will be held to the timeline below to submit your official transcripts.

Disclaimer: Due to the volume of transcripts submitted to the School of Nursing, we cannot provide confirmation of received transcripts.

<table>
<thead>
<tr>
<th>Fall Application</th>
<th>Spring Application</th>
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<tbody>
<tr>
<td>February 15</td>
<td>September 15</td>
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</tbody>
</table>

Please make sure that your transcripts are current. If you submit a transcript that is not current, you will be required to submit another copy to the School of Nursing.

Please visit the School of Nursing’s website for more information.
Step-By-Step Guide

Visit Cal State Apply (https://www2.calstate.edu/apply) and scroll down to select “transfer,” as shown below.

**Disclaimer:** If you are a transfer student with 60+ units, acquired an Associate degree, or a bachelor’s degree holder, you must select “transfer” for the RN-BSN program.

Please visit the School of Nursing’s website for more information.
Choose the Term from “Select a Term to Apply for”.

Transfer

If you've studied at another college or university and now want to transfer to the California State University, this is the place to learn what you need to be admitted and to start your application.

If you have an account on the Cal State Apply website (this year or last), enter your username and password and click “Sign In”. If you have not yet created an account, click “Create an Account”.

If you created an account with CSU Mentor (previous application system for Cal State Fullerton), you would not be able to use the same username and password. You must create an account through Cal State Apply.

Please visit the School of Nursing’s website for more information.
Once you create your account, you will be directed to “Complete your Profile” and select your “Degree Goal”.

The RN-BSN program is an undergraduate program. If you have a bachelor’s degree from a regionally accredited institution, you will select “Undergraduate” as you are obtaining another bachelor’s degree. Please note that there are two options to select after you choose “undergraduate”.

If you have no previous bachelor’s degree or higher degree, you will follow option (A). If you have a bachelor’s or higher degree, you will follow option (B).

If you select the wrong “Degree Goal”, you will be required to log back into your application or create an additional application and pay the $70 application fee again! Make sure that you are selecting the correction option. Use the example below.

Please visit the School of Nursing’s website for more information.
### School of Nursing (RN-BSN Program Only)
Cal State Apply, Step-By-Step Application Guide

**Option (A)**

If you have 60 semester units and/or an Associate’s degree, you must select “First Bachelor’s Degree ( Seeking your first bachelor’s degree and have not earned a prior bachelor’s degree).

You will then need to select “Transferring from a community college ...” and “Greater than or equal to 60 units”.

<table>
<thead>
<tr>
<th>Degree Goal</th>
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</thead>
<tbody>
<tr>
<td>* What degree, credential or certificate are you applying for?</td>
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<td></td>
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<tr>
<td>* Which of the following best describes your current educational status?</td>
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<td>* How many college credits will you have earned when you enroll at the CSU campus to which you are applying?</td>
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**Option (B)**

If you have a bachelor’s degree from a regionally accredited institution, you must select “Second Bachelor’s Degree ( already earned a bachelor’s degree and are seeking another one)”.

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*Please visit the School of Nursing’s website for more information.*
You will then need to answer the following questions to finish this page. Once you complete all sections, select “Save Changes”.

If a “Program Plans” box appears, select the term from the drop-down menu as your start term. You will then want to select “CSU Fullerton” in the Campus Name drop-down. This will allow you to see the program available and make it easier to find the RN-BSN program.

You will need to select the format in which you would like to complete the RN-BSN program. Please read below for a brief understanding of the formats:

**Students in the Campus-Based Pathway** will complete nursing courses at the main Fullerton and/or Irvine Campus. There will be one course (NURS 402L) that is offered off-campus. This clinical/lab course will be available to students within the following counties: Orange, Riverside, Los Angeles, and San Bernardino.

**Students in the Distance-Based Pathway** will complete nursing courses online; however, two classes will be offered offline/in-person. The two clinical/lab courses (NURS 340L and NURS 402L) will be available to students in the following counties: Orange, Riverside, Los Angeles, and San Bernardino.

Please visit the School of Nursing’s website for more information.
Once you select the format you would like to complete the program, select “I am Done, Review my Selections.” This will be toward the top of the page.

On the next screen, you will need to verify that you selected the correct program and format. Click “Continue to My Application”.

Please visit the School of Nursing’s website for more information.
Quadrant 1: Personal Information

You will need to complete each section under Personal Information:

If your academic records are under more than one name, please be sure to indicate “yes” in the Alternative Name field and list out any other names that may be on your transcripts or other application records.
Quadrant 2: Academic History:

**College Attended:** Include all colleges you have attended.

*Transcript Entry:* You aren’t required to enter individual courses into your application. You may select “I am not adding any college transcripts” in this section. Submission of official transcripts to the School of Nursing is required. **NO ELECTRONIC TRANSCRIPTS WILL BE ACCEPTED BY THE SCHOOL OF NURSING.**

*GPA Entries:* Enter the grade point average (GPA) information for each institution attended as it appears on the transcript from each institution. If you are unable to locate the GPA on your transcript or unsure which GPA to use, estimates are acceptable. The information will be verified upon receipt of your official transcript(s).

*Standardized Tests:* Regardless of citizenship, all applicants whose native language is not English must submit proof of English proficiency with an acceptable score on the TOEFL, IELTS, or PTE. Please visit the [CSU Fullerton Admission](https://www.fullerton.edu/admission) website for score requirements. The School of Nursing does not require any additional standardized tests.

**Disclaimer:** Since you are not including your courses individually, you may be prompted with a warning. Do not be alarmed. You can continue with your application. The warning is because you did not input your courses into this section not because you do not meet the requirements. The School of Nursing does the review of your application – not Cal State Apply.
Quadrant 3: Supporting Information

Educational Opportunity Program (EOP): You will have the option to fill this section out; however, you are not required.

The Educational Opportunity Program (EOP) is designed to improve access and retention of historically low-income and educationally disadvantaged students. EOP students have the potential and demonstrated motivation to perform satisfactorily at a CSU. Still, they have not been able to realize their fullest potential because of their economic or educational background. The program provides admission and academic assistance to EOP-eligible undergraduate students. In many cases, the program offers financial assistance to eligible students. Campuses tailor their programs to accommodate the needs of their student population.
Quadrant 4: Program Materials

After you click on the last quadrant “Program Materials”, select the name of the format to which you are applying to open up the portion of the application.

This quadrant is for the School of Nursing. Ensure that you include all the required documents and answer each section to help the reviewer of your application. Your application cannot be reviewed until all the areas are responded to, submitted, and official transcripts are received by the School of Nursing.

On the next page, you will see a series of tabs:

You must complete each tab. Failure to include information can result in your application being denied.

Documents: Read the instructions that are included on this page.

You must list and upload all unofficial transcripts from every college/university attended. Do not only list your nursing program. You can include unofficial transcripts in one upload (if the file is 15 MB or less). The application provides you with 5 unofficial transcripts uploads. If you have more than 5 unofficial transcripts, please merge together.

Please visit the School of Nursing’s website for more information.
Questions: Please complete each section.

Additional Information: Fill in all areas in this section to complete the last quadrant of the application.

Additional Information

* Have you previously applied to the CSUF RN-BSN program?
  
  - Yes  
  - No

If yes, which term did you previously apply?

* Were you previously enrolled in the CSUF RN-BSN program (NOT including Jump Start courses)?
  
  - Yes  
  - No

If yes, please indicate last term completed:

* Have you completed an RN-BSN Jump Start course through CSUF? (Check all that apply)
  
  - [ ] No, I have not completed any CSUF RN-BSN Jump Start Courses
  - [ ] NURS 305
  - [ ] NURS 310
  - [ ] NURS 340/L

* Provide your graduation date of your ADN program:

Please visit the School of Nursing’s website for more information.
Once all areas of the application have been completed, please click “Save and Continue”. You will then be asked to pay the $70 application fee.

_The School of Nursing cannot provide any fee waiver code toward your application._

If you have any questions about your application, please email _bsn@fullerton.edu_.

_Please visit the School of Nursing’s website for more information._
Frequently Asked Questions

When is the deadline to complete my application for the RN-BSN program?

Please refer to the first page of this document or visit the School of Nursing website. You will find the deadlines for both Spring and Fall located in the “Apply Now” tab.

When are official transcripts due? Can I submit them before the application opens?

Please do not submit your official transcripts until you receive your Campus Wide ID (CWID). As stated on the first page of this document, you will be provided with your CWID through the Office of Admissions once you complete your application. This does take a few days to generate.

The deadlines to submit your official transcripts differ from the University deadline. You will want to refer to the first page of this document or the School of Nursing website.

What if I submitted my official transcripts to the Office of Admissions? Do I need to provide another set?

Please do not submit official transcripts to the Office of Admissions as the School of Nursing will be doing the review of your application; however, if you have already sent them, you will not be required to submit another set to the School of Nursing.

The Pre-Enrollment Advisor will review all applicants who submit their official transcripts to the School of Nursing first, and then review all the other applicants who submit them to the Office of Admissions.

Can the School of Nursing confirm if my official transcripts were received?

Unfortunately, due to the high volume of transcripts received, we cannot provide confirmation.

Am I able to submit electronic transcripts?

The School of Nursing does not accept electronic transcripts. Please submit paper transcripts to the address on the first page of this document.

I am receiving a warning message that says I do not meet the minimum transfer credits. What do I do?

Since you did not include your courses individually in the system, you will receive a warning pop up. You can click, “I read the above and want to continue with my application submission”. This will allow you to continue with your application.

I’d like my transcripts to be reviewed before I submit my application, where do I send my transcripts to?

Unfortunately, we cannot review the official transcripts prior to admission. You will be required to submit your application and submit your official transcripts for the Pre-Enrollment Advisor to review your coursework.

Do I need to submit my AP or IB scores?

Yes, if you have AP or IB scores, the original scores must be submitted along with your transcripts. We cannot use your official transcripts to count AP or IB scores. You must submit the original scores. Your application will not be considered without the scores submitted.

If you have a bachelor’s degree in another field, you will not be required to submit your AP or IB scores.

Please visit the School of Nursing’s website for more information.
Can I be in-progress with a prerequisite?

Yes, an applicant can have in-progress prerequisites during the application process. You will need to submit a screenshot of your enrollment to the Pre-Enrollment Advisor at BSN@fullerton.edu.

The prerequisite(s) must be completed before starting the program with a “C” or higher.

When will the admission decisions be sent?

The Pre-Enrollment Advisor will provide admission decisions through email to your personal and CSUF email address. You will want to make sure that you create your CSUF email address as soon as possible. You will be able to do so once you log into your student portal.

You can refer to the Timeline tab on the School of Nursing for the RN-BSN in regards to when decisions are submitted.

Please do not email the School of Nursing regarding your status. You will receive an email once all reviews have been completed.

Am I able to defer my admission status?

California State University, Fullerton does not have the option to defer your admission. You must register, enroll and complete your first semester to continue your enrollment at CSUF.

I am on an F-1 visa, am I eligible to apply to the program?

Yes, you are eligible for the Campus-Based Format of the RN-BSN program. Due to the F-1 visa, you cannot select the online format.

Please visit the School of Nursing’s website for more information.