This guide will ensure that you complete the Cal State Apply application correctly for the RN-BSN program. If the application is completed incorrectly, you will be required to re-apply and pay the application fee again. Read the entire guide before you start your application.

**Cal State Apply:**

The RN-BSN program admits twice an academic year. Below is the application period for each cycle. No late applications are accepted.

<table>
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<tr>
<th>Application Period</th>
<th>Cal State Apply Application</th>
<th>Application Review Process</th>
<th>Admission Decision</th>
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<tr>
<td>Fall Application</td>
<td>October 1 to January 15</td>
<td>October to April</td>
<td>April</td>
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<tr>
<td>Spring Application</td>
<td>August 1 to August 31</td>
<td>August to October</td>
<td>October</td>
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There is a non-refundable $70 application fee. Once you complete your Cal State Apply application, California State University, Fullerton (CSUF) will send an email with a Campus-Wide ID (CWID) number. This number will not be emailed after you apply. Please be patient as it may take a few days for your application to process within our system. The School of Nursing does not provide your CWID number. This will come from the Office of Admissions. When you receive your CWID, you will need to log into your student portal. Your student portal will allow you to access your application status, create your CSUF email address, and much more.

**Official Transcripts:**

Official transcripts and AP scores must be submitted to the Office of Admissions. Electronic transcripts are preferred. If that is not an option, paper transcripts can be submitted to the address below:

California State University, Fullerton  
Office of Admissions  
P.O. Box 6900  
Fullerton, CA 92834-6900  

For more information, visit the Office of Admissions website or contact them directly.

An applicant will be denied if official transcripts and AP scores are not received by the deadline. Your application cannot be reviewed until all official transcripts and AP scores are received. 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, we cannot provide confirmation of received transcripts. Nor can we accept AP credit from official transcripts. The scores must be original from CollegeBoard.

<table>
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<tr>
<th>Fall (Official Transcript Deadline)</th>
<th>Spring (Official Transcript Deadline)</th>
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<tr>
<td>February 15</td>
<td>September 15</td>
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Please make sure that your transcripts are current. For more information about official transcripts, please visit the Apply Now page on the School of Nursing website.

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.
Choose the Term from “Select a Term to Apply for”.

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

1. Degree Goal

What degree, credential or certificate are you applying for?

Option (A)  
First Bachelor’s Degree (Seeking your first bachelor’s degree and have not earned a prior bachelor’s degree)

Option (B)  
Second Bachelor’s Degree and Beyond (e.g. Master’s, Teaching Credential, Certificate, Doctoral)

Option (A)

If you only have 60 semester units and/or an associate 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”.

Please visit the School of Nursing’s website for more information.
Option (B)

If you have a bachelor’s degree from a *regionally accredited institution*, you must select “Second Bachelor’s Degree and Beyond”, then “Second Bachelor’s Degree (already earned a bachelor’s degree...”

1. **Degree Goal**
   - What degree, credential or certificate are you applying for?
     - [ ] First Bachelor’s Degree (Seeking your first bachelor’s degree and have not earned a prior bachelor’s degree)
     - [ ] Second Bachelor’s Degree and Beyond (e.g. Master’s, Teaching Credential, Certificate, Doctoral)
   - Please select one or more of the following degree goals.
     - [x] Second Bachelor’s Degree (already earned a bachelor’s degree and are seeking another one)
     - [ ] Graduate (e.g. Master’s, Doctoral) or Professional’s Degree
     - [ ] Teaching and Service Credential Only (e.g. Single or Multiple Subject, Special Education, PPS, Librarian, Admin, CalStateTEACH)
     - [ ] Certificate

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 examples on this guide.

*Please visit the School of Nursing’s website for more information.*
You will need to complete the remaining elements on this page. Once all sections are complete, you will click “Save Changes”.

2. Returning
   - Are you applying to return to the CSU campus which you previously attended, and intend to complete the same degree?
     - [ ] Yes
     - [ ] No

3. US Military Status
   - Have you ever served in the United States military?

4. International Applicant
   - Do you have or will you require an F1 Visa (student) or J1 Visa (exchange) to study at the California State University (CSU)?
     - [ ] No
     - [ ] Yes

Save Changes

You will be directed to the “Add Programs” page. In the search box, you will want to write RN-BSN. Before you select your desired major, make sure that it says CSU Fullerton under Campus Name.

Please visit the School of Nursing’s website for more information.
As you can see, you will have two options to select from for the RN-BSN program. Please read below for a brief understanding of the formats and you will need to select only one from the CSU Fullerton RN-BSN list:

**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.

Once you select the format you would like to complete the program, select “Continue” at the bottom of the screen. On the next page, you will want to review the program you selected to make sure that all is correct. If all is correct, select ‘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.

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).

Disclaimer: If you attended a college-level institution outside the United States, you are required to include that information on your application and send Cal State Fullerton your original, official transcripts and an evaluation of your coursework that shows the equivalency of the degree.

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 website for score requirements. The School of Nursing does not require any additional standardized tests.

Please visit the School of Nursing’s website for more information.
Quadrant 3: Supporting Information

Enter any relevant professional or academic achievements in several categories, or types, in this section. Visit the Applicant Help Center to review the definitions, consider the achievement you earned, and choose the category that you think best fits.

Once you submit your application, you cannot edit previously entered achievements, but you can add new achievements.
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.

Read all the information on the Home Page. Then, you will click on “Questions” tab up at the top.

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

Please visit the School of Nursing’s website for more information.
Questions: Please complete each section. Fill in all areas in this section to complete the last quadrant of the application.

You will be asked if you completed RN-BSN Jump Start courses at Cal State Fullerton. Make sure to indicate the classes you completed. This section is not for returning students – only if those courses were completed through Jump Start.

When inputting your graduation date from your Associate Degree in Nursing (ADN) program, please put the Month and the Year.

If you are not currently in an ADN program or have your RN license, you may have applied for the wrong program.

Documents: Read the instructions that are included on this page. You must include your unofficial transcripts. Do not select “I Am Not Adding Any Documents” Unofficial transcripts are required to be submitted with your application.

If you have AP credit, you must include the original scores to your application. If you do not have your original scores, you will need to receive a copy from CollegeBoard.

Cal State Fullerton cannot use your official transcripts from another institution.

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 School of Nursing? Do I need to provide another set?**

Please do not mail official transcripts to the School of Nursing; however, if you have already mailed them, you will not be required to submit another set.

The School of Nursing cannot receive electronic transcripts. If you submit electronic transcripts to the School of Nursing, you will be required to submit another set 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.

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

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.

Can I apply for both the Campus-Based format and the Distance-Based format?

No, you can only apply for one format. You cannot apply for both. You will be accepted to select only one.