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

**Cal State Apply:**

An applicant must complete an application through Cal State Apply to be considered for admission! The LVN-BSN program admits once an academic year, for Fall. Each year, the application period is October 1 to January 15. You may complete and submit the application anytime during the period.

There is a non-refundable $70 fee. Applications do not roll-over from year to year. Once the application has been completed, 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 for you. **This will come from the Office of Admissions.**

**Official Transcripts:**

Official Transcripts may be mailed, or sent electronically, to the CSUF Office of Admissions. It may take time for your transcripts to be processed and your student portal to be updated. Please be patient! Only one set of your official transcripts are required. You do not need to submit a copy to the School of Nursing; only submit your transcripts to the address below:

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

An applicant can be denied if official transcripts are not received by the deadline. The deadline is February 15 each year. Due to the volume of transcripts submitted to the University, we cannot provide confirmation of received transcripts. If you would like to know that the CSUF Office of Admissions has received your official transcripts, please hand-deliver to the Office of Admissions. Please make sure that your transcripts are current and include any Fall grades, and show any in-progress Spring courses. If you submit a transcript that is not current, you will be required to submit another copy.

*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: No matter if you are a transfer student with 60 or more semester units, an Associate degree, or bachelor’s degree earned, you must select “transfer” for the LVN-BSN program.

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

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

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

Once you create your account, you will be directed to “Complete your Profile.”

Select “Undergraduate” in the Education section. Please note that the LVN-BSN program is an undergraduate program. If you have a bachelor’s degree from a regionally accredited institution, you will still select “Undergraduate” as you are obtaining another bachelor’s degree.

Education

What level of degree are you seeking?

Only select Graduate, including Credential and Certificate Programs if you have a Bachelor’s degree (or will have a Bachelor’s degree by your program start date) and are seeking a Master’s degree, teaching certificate or post-baccalaureate degree.

Only select Undergraduate if you are:

- A graduating high school senior or equivalent
- Seeking a Bachelor’s degree and are transferring from another institution
- Seeking a second Bachelor’s degree

Please visit the School of Nursing’s website for more information.
Next, select your “Degree Goal.” Please note: 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.

**Option (A): If you have 60 semester units or an Associate degree, you must select “Transferring from a California community college ...” and “Greater than or equal to 60 semesters...”**

<table>
<thead>
<tr>
<th>Which of the following best describes you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduating High School Senior or equivalent</td>
</tr>
<tr>
<td>Transferring with an Associate Degree for Transfer (AA-T, AS-T) from a California Community College</td>
</tr>
<tr>
<td>Transferring from a California community college or from another two-year or four-year institution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How many credit hours will you complete prior to your transfer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 60 semesters or 90 quarter hours (equivalent to Sophomore or below)</td>
</tr>
<tr>
<td>Greater than or equal to 60 semesters or 90 quarter hours (equivalent to Junior or higher)</td>
</tr>
</tbody>
</table>

**Option (B): If you have a bachelor’s degree from a regionally accredited institution, you must select “Seeking a second Bachelor’s Degree”**.

<table>
<thead>
<tr>
<th>Which of the following best describes you?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduating High School Senior or equivalent</td>
</tr>
<tr>
<td>Transferring with an Associate Degree for Transfer (AA-T, AS-T) from a California Community College</td>
</tr>
<tr>
<td>Transferring from a California community college or from another two-year or four-year institution</td>
</tr>
<tr>
<td><strong>Seeking a second Bachelor’s Degree</strong></td>
</tr>
</tbody>
</table>

*Please visit the School of Nursing’s website for more information.*
School of Nursing (Accelerated Program Only)

Cal State Apply, Step-By-Step Application Guide

You will then need to answer the following questions to finish this page. Once you finish all sections on this page, select “Save Changes.”

- Have you previously attended a CSU campus and are returning to complete that earlier program of study?
  - Yes
  - No

* Most recent campus you attended: [Select Campus]

Campus Student ID: [Enter ID]

U.S. Military Status

- Indicate your anticipated U.S. Military Status at time of enrollment: Not a Member of the Military

U.S. Citizenship Status

If you are an International applicant, please select Non-Resident.

- U.S. Citizenship Status: U.S. Citizen

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 provide you with the option to see the program available and make it easier to find the Accelerated BSN program.

Please visit the School of Nursing’s website for more information.
School of Nursing (Accelerated Program Only)

Cal State Apply, Step-By-Step Application Guide

Once you complete everything above, 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. 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.

Disclaimer: 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 and indicate your nursing institution.

Transcript Entry: You are not required to enter individual courses into your application. You may select “I am not adding any college transcripts”.

GPA Entries: You do not need to enter the GPA information for each institution attended as it appears on the transcript from each institution. If you do fill out this area, estimates are acceptable.

Standardized Tests: Regardless of citizenship, all applicants whose native language is not English must submit proof of English proficiency with an acceptance 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 test scores.

Please visit the School of Nursing’s website for more information.
Disclaimer: Since you are not including your courses individually, you may be prompted with a warning. You can continue with your application. Do not be alarmed. 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 (in quadrant 4) – 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, but 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.

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

**NOTE:** Quadrant 4 is for the School of Nursing. Make sure that you include all required documents and answer each section to help the reviewer of your application. Your application cannot be reviewed until all areas of Quad. 4 are uploaded and answered.

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 to be denied.

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

You must list and upload **ALL OFFICIAL TRANSCRIPTS** from **every** college/university attended. You can include unofficial transcripts in one upload (if the file is 15 MB or less), or through multiple uploads. The application provides you with 5 unofficial transcripts uploads. If you have more than 5 official transcripts, please utilize the other upload areas.

Optional: You may upload a document showing your CNA certificate, or detailing your work experience and your volunteer experience.

**Questions Tab:** Please complete each question, including the required Statement of Purpose.

*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.

If you have any questions about your application, or the process, please email bsn@fullerton.edu.

If you are having a technical issue with the Cal State Apply system, please reach out directly: https://help.liaisonedu.com/Cal_State_Apply_Applicant_Help_Center

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