Application Information

The application is submitted online via the link provided on the nursing education program website. Applications are only online; no paper documents will be accepted in person. No additional documents will be accepted after the close of applications, with no exceptions. **The application must be completed in its entirety, the application cannot be saved and return to the application to complete. A student, if needed may complete a second application, and ensure that all documents are submitted to the second application. The committee will review the last application submitted. The committee will not combine applications for scoring.**

- **City College Student ID:**
  - You must register with City College to obtain a student ID number is required to apply to the nursing program. Your City College student ID number is required on the application. Check to see if your Student ID number is active before attempting to submit your application.
- **Email:**
  - Ensure that the email that is inserted on the application is correct. The email that is on the application is the email that the student will be notified of acceptance or declination to the program.
  - Be aware that yahoo emails have difficulty with the school's system.
- **Transcripts:**
  - Unofficial transcripts will be accepted for the application process. The transcript must have the student's name and the college or university. If it does not include them, then official transcripts must be submitted.
  - Transcripts from all schools must be uploaded to the application including San Diego Community College District Schools, City, Mesa, and Miramar.
  - If accepted official transcripts will need to be sent to the evaluations office at the district for evaluation.
- **Required Courses:**
  - All required courses must be completed and have a grade issued, otherwise the GPA cannot be calculated.
  - No grade lower than a "C" will be accepted for all required courses, general education, and nursing.
  - If you are using AP scores for a GE requirement, please submit a copy of the score report. The nursing program will not accept college transcripts that show AP scores as credit.
- **ATI TEAS Exam**
  - The TEAS Version 7 was implemented on June 3, 2022. We only accept the TEAS 7 version.
  - All copies of the attempted TEAS exams must be submitted including prior expired versions and non-passing scores.
  - You can download copies directly from your account on the ATI website.

    - Do not send the transcripts from ATI to the nursing department, it will only be accepted on the application.
- **Work/Volunteer Experience**
    - 100 hours minimum
    - Multiple experiences may be used to obtain the 100-hour minimum.
    - Verification must be on the verification form and be signed by the supervisor or lead person.
    - No W-2, or paycheck stubs will be accepted.

- **Disability Accommodations**
    - Must be on the disability certification form.
- **Written Statements**
    - Written statements must follow the requirements of the Multi-Criteria Point System or will not be counted towards points.
    - Disadvantage social or educational environment must be the EOPS verification. An acceptance email or letter from a counselor will be accepted.
    - Difficulty in family or personal situation within the last 6 months. Written statements not meeting the criteria will not be counted towards points.
- **Language Certification**
    - Must be on the Language Certification Form to be counted. Must be signed by a supervisor, a counselor, or a professor. Family signatures will not be accepted.
    - Three courses in the upper division in the same language would be counted toward the points.
- **Application Processing**
    - Applications will close on the last day at 5 pm, no late applications will be accepted. If the application is submitted at 5:01 pm it will not be accepted.
    - All documents must be in pdf format. No screenshots, no zip files, no google docs, or links from websites will be accepted. If the document is unreadable or unable to open, the points will not be applied.
    - The application process takes several weeks to complete. Once accepted applicants are selected, notifications of acceptance or denial will be sent out to the email on the application. To ensure you receive emails, make sure that the email entered in the application is correct.