

BSN NursingCAS Application Guide

Thank you for your interest in
FSU's College of Nursing BSN program!

Please ensure that your application and all required materials, including transcripts, are received by the deadline and that your application status shows as "Verified."

NursingCAS Application Help Center (linked here) – Resource made by NursingCAS that explains how the application system works.

NursingCAS Support – email at **support@nursingcas.myliaison.com** or phone at **617-612-2880**. Note the following from NursingCAS:

"Hours of operation: Monday – Friday, 9 AM – 5 PM ET.
For the quickest response, log in to your application and contact us by chat.
We typically provide responses to emails within two business days; however, response times can take up to three business days when we're at our busiest.
Be sure to have your CAS ID number (located under your name in the upper-right corner of the application) when contacting NursingCAS."

Transfer students and students graduating from FSU prior to the start of the program must submit a second application on the **FSU admissions website (linked here)**.

When creating your account(s), **use an email address you check regularly**, as you will need to monitor your email throughout the process. You may be asked to make updates to your application or provide additional information.

Admission decisions are typically sent 6-8 weeks after the application deadline. A specific date will be provided before the sixth week.

Please visit the **FSU College of Nursing website (linked here)** for the most up to date admission requirements.

Check List of tasks requiring special attention.

All applicants:

- ☐ Report all **colleges attended**, including dual enrollment, degree-seeking, non-degree seeking, and transient institutions.
- ☐ Report all completed and in-progress **degrees**.
- ☐ Order and send all college **transcripts to NursingCAS** during the first week the application is open. (Priority processing or shipping may be necessary.)
- ☐ Verify that transcripts include grades through the **most recent** completed semester.
- ☐ Enter all completed, in-progress, and planned **coursework** in the Transcript Entry.
- ☐ Report **experiences and certifications** in the Supporting Information section.
- ☐ Upload **documentation** for reported experiences and certifications in Program Materials.
- ☐ **Proofread** your application and correct any errors.
- ☐ **Submit your application** within the first two weeks of the application cycle.
- ☐ **Confirm** that all transcripts have been received by NursingCAS. Monitor your email, junk, and spam folders for requests to correct your application.
- ☐ Ensure your **application status** is Complete or Verified by the deadline.

Transfer students only:

- ☐ Report **AP/IB scores** in the standardized test section.
- ☐ Complete the **FSU transfer application**.
- ☐ Order and send all required **transcripts to FSU Admissions**.

Students returning to FSU only:

- ☐ Complete the **FSU readmission application**.
- ☐ Submit any **transcripts** not already on file to FSU.

If you are reapplying:

- ☐ Order **updated transcripts** to be sent to NursingCAS.
- ☐ Submit an **academic update** on NursingCAS.

Walk Through of application with some FAQs.

How to find the BSN application

- Go to nursingcas.org and select the red “APPLY NOW” button in the top right corner.
 - Select the semester for which you are applying.
 - Log in or create an account.
 - If you are returning from a previous cycle, you may be prompted to either reuse your previous application or start over. Read more about that [here](#) before making your decision.
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Add the program

- First-time users will begin on the Program Search page. Programs can also be added from the left navigation panel.
 - Programs are only available during the application cycle.
 - Click the + icon next to the program to add it.
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Personal Information

- This is where you can apply for a fee waiver.
 - Questions marked with a red * are required.
 - Use the PREVIOUS and CONTINUE buttons at the bottom of the page to navigate through the application.
 - You can also navigate between sections using the left navigation panel.
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Academic History: High School Attended

- Report the high school from which you graduated or will graduate.
 - The FSU College of Nursing only requires your graduating high school.
 - FAQ: Should I send my high school transcripts to NursingCAS?
 - A: No. Transfer students may still be required to submit high school transcripts through the FSU transfer application.
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Academic History: Colleges Attended

- Report every college attended, including dual enrollment, transient, degree-seeking, and non-degree seeking institutions.
 - Include all completed and in-progress degrees.
 - Failure to report a college may invalidate your application.
 - Click "I'M DONE ADDING COLLEGES ATTENDED" after entering all schools. You cannot begin Transcript Entry until this step is complete.
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Academic History: Ordering Transcripts

- Transcripts must be received by NursingCAS by the application deadline, not just ordered.
 - Send official transcripts from every college attended, including FSU.
 - Under Academic Records, click ORDER next to each institution and follow the NursingCAS instructions. Use the Transcript ID provided by NursingCAS when ordering.
 - Check your Registrar's website if you are unsure how transcripts are sent.
 - FAQ: If my TSC courses appear on my FSU transcript, do I still need to send the TSC transcript?
 - A: Yes. NursingCAS requires official transcripts from the institution where the coursework was originally completed. Even if the courses are listed on your FSU transcript, you must still submit transcripts from both FSU and the transient school.
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Academic History: Transcript Entry

- Because FSU's application window is only one month, self-entering your transcripts is recommended instead of using Professional Transcript Entry (PTE).
 - If you choose to use PTE, review these **instructions** first and enter all in-progress coursework before placing your order.
 - Academic status is based on the number of credits earned before each term:
 - Freshman: 0-29 credits
 - Sophomore: 30-59 credits
 - Junior: 60-89 credits
 - Senior: 90+ credits
 - Enter all coursework exactly as it appears on your transcript, organized by institution and term.
 - If course names are abbreviated on your transcript, you may use those abbreviations.
 - Select the closest available subject area for each course. More than one option may be acceptable. For example, MAC1105 College Algebra could be categorized as Mathematics or Algebra.
 - Use Special Topics for courses that do not fit another subject area.
 - FAQ: How do I enter accelerated credits such as AP, IB, or AICE?
 - A: Enter the credit in the first term of transcript entry and record it exactly as it appears on your transcript, typically with a grade of CR.
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Academic History: Standardized Tests

- SAT/ACT scores are not required for the BSN application and are not considered in the admissions review. Transfer students may still need to submit SAT/ACT scores as part of the FSU transfer admission process.
 - Beginning with the Fall 2027 application cycle (January 1 to February 1, 2027), applicants must complete the HESI A2 exam. Self-report your scores in NursingCAS. If you register using the link on the [College of Nursing website](#), your official score report will be sent to FSU automatically.
 - Transfer students are encouraged to report AP/IB scores to help verify course equivalencies. AICE scores may be reported through the FSU transfer application.
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Supporting Information: Achievements

- Report any academic awards, honors, scholarships, or recognitions, including Dean's List, President's List, and honor society memberships.
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Supporting Information: Experiences

- Provide experiences from the last two years. No future experience.
 - Categories for experience:
 - Health related experience (employment or volunteer)
 - Employment (not health related)
 - Volunteer/Community Enrichment (not health related)
 - Include any leadership roles, research experience, special responsibilities, or notable achievements.
 - Provide contact information for your supervisor or upload verification. See "Program Materials: Documents" on next the page.
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Supporting Information: Licensure and Certifications

- Report current, not expired or future, health-related certifications in the Supporting Information section.
 - Upload copies of your certifications in the Program Materials section.
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Program Materials: Program Questions

- FAQ: Where can I find my FSU EMPLID?
 - A: Find it in the 'My Info' section of your my.fsu.edu homepage.
 - FAQ: Where can I find my transfer application reference number?
 - A: Log in to the FSU Application Status Portal and locate the reference number under "Connect with Us."
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Program Materials: Documents

- Upload verification of reported experiences under "Shadowing/Healthcare Experience."
 - Examples: supervisor letter, signed time log, employee or volunteer badge, etc.
 - Upload reported certifications under "Certification."
 - If needed, combine documents into a single file before uploading.
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Program Materials: Prerequisites

- Important: Incorrect prerequisite matching may invalidate your application or result in the loss of prerequisite credit.
 - If multiple courses could fulfill a prerequisite, match only one. The course with the higher grade is recommended.
 - For combined lecture/lab courses (e.g., BSC2085C), match the course to both the lecture and lab prerequisites.
 - FAQ: How do I match a prerequisite that I repeated?
 - A: If a prerequisite course was repeated, match both attempts to the prerequisite.
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Submitting the application

- FAQ: Do I have to wait for my transcripts to arrive before submitting my application?
 - A: No, you don't have to wait. NursingCAS will review your application once transcripts are received.

Checking application status

- Click "My Programs" in the top right corner of the dashboard to see program status details.
- Received status
 - Transcripts have not been received. Your application will not be considered.
- Complete status
 - Transcripts have been received. NursingCAS is reviewing your application. NursingCAS will undeliver your application if corrections are required.
- Undelivered status
 - NursingCAS returned your application to you because corrections are needed. Make those corrections asap and resubmit the application.

- If your application is undelivered after the deadline because of an unreported school and missing transcript, your application cannot be considered, as all materials must be received by the deadline.
 - Verified status
 - The College of Nursing is reviewing your application. This status is the end goal.
 - Application status must be complete or verified by the deadline, verified preferred.
 - If you are reapplying, your status may say Verified, but you still need to update your coursework and any transcripts from where the new coursework was taken.
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Resources available and contacts

- Need help with the NursingCAS application? NursingCAS contact information is at the top of this guide.
- Have questions about the program? Contact the College of Nursing at info@nursing.fsu.edu.
- Need help with the FSU transfer application? Contact FSU Admissions by email at admissions@fsu.edu or by phone at (850) 644-6200.