

BSN NursingCAS Application Guide

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

Please make sure that your application, along with all required materials (including transcripts), is 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 \(linked here\)](#) to confirm you meet all the requirements.

Check List of tasks requiring special attention.

All applicants:

- Include all colleges attended: dual enrollment, degree-seeking, non-degree seeking, and transient.
 - Completed/in-progress degrees reported.
- Order and send all transcripts to NursingCAS within the first week of the application opening. (It may be necessary to order priority shipping.)
 - Ensure transcripts show grades up to the most recent semester in which coursework was completed.
- Include all college credit earned, as well as in-progress or planned courses, in your transcript entry.
- Enter all relevant certifications in the Supporting Information section.
- Upload evidence of certifications in the Program Materials section. (If necessary, merge materials into a single document if space is limited.)
- Proof your application and correct any typos or errors.
- Submit your application within the first two weeks of the application opening.
- Confirm that transcripts are received by NursingCAS. (Watch your email, inbox and spam folder, for any application edits that may be required.)
- Ensure your application status reads “complete” or “verified” by the deadline.

Transfer students only:

- Complete the university transfer application.
- Order and send all transcripts to FSU Admissions.
- Report AP scores in the standardized test section.

FSU graduates only:

- Complete university readmission application.
- Order and send 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 Video (linked here)

- **0:00 – How to find the BSN application**
 - Select the semester you wish to be admitted for to find the application. If the application isn't available, it may either be closed or open for a different semester. If you can't find the application when it's open, follow the instructions in the video.
- **0:43 – The personal information section**
 - The questions marked by a red * symbol are required. Questions without the red * are optional and do not impact your application's success.
- **0:59 – Entering high school attended**
 - Only report the high school from which you graduated.
 - FAQ: Should I send my high school transcripts to NursingCAS?
 - A: No. However, if you are a transfer student, your FSU transfer application on the [FSU admissions website](#) will ask for your high school transcripts.
- **1:13 – Entering colleges attended**
 - Report all schools attended, including dual enrollment, transient, degree-seeking, and non-degree seeking institutions. Even if you only took one course there, report the school.
 - Include any degrees that are in-progress or completed. FSU general education requirements must be completed by the end of the semester in which you apply, and a degree may fulfill some or all of these requirements.
- **2:37 – Ordering transcripts**
 - Send all college transcripts (even FSU transcripts) to NursingCAS - American Association of Colleges of Nursing (AACN). Be sure to follow the instructions provided by NursingCAS carefully.
 - FAQ: If my transient courses appear on my FSU transcript, do I still need to send the transcript from the transient school?
 - 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.
 - Use a third-party service, such as Parchment, to order your transcripts.
 - If transcripts are sent through the mail within two weeks of the deadline, priority shipping may be necessary.

- **3:21 – How to complete the transcript entry**
 - Include in-progress coursework
 - PTE (Professional Transcript Entry) takes time. Since FSU’s application window is only one month, it is recommended to enter the transcript information yourself and skip the PTE.
 - FAQ: How do I enter in-progress classes if I’ve chosen to use the PTE?
 - Option 1: Enter in-progress classes before ordering the PTE.
 - Option 2: Complete all other parts of the application and submit it. When NursingCAS returns your application for review, follow their instructions to resubmit. You can email NursingCAS to have them return the application so you can add in-progress courses. After making the edits, resubmit the application.
 - Freshman 0-29 credits, Sophomore 30-59 credits, Junior 60-89 credits, Senior 90 or more credits
 - FAQ: How do I enter accelerated credits like AP/IB/AICE?
 - Enter the course credits earned from test scores in the first semester. Check your transcript or unofficial transcript for the grade, which could be “S” for Satisfactory, “P” for Pass, or “EC” for Earned Credit.

- **6:14 – Reviewing the transcript entry**
 - You will first be asked about course credits earned through AP exams, then by credits from other tests (such as IB, AICE, CLEP, etc.).
 - When asked about repeat courses, the question refers only to courses retaken at the same school, not at different institutions.
 - The review process must be done before matching prerequisites (later in the video.)

- **7:06 – Entering standardized tests**
 - FSU Nursing does not require SAT/ACT/TEAS/HESI scores, and they have no effect on your application.
 - If you are a transfer student, your FSU transfer application will require SAT/ACT scores.
 - It is recommended for transfer students to include AP/IB scores to help verify course equivalency.

- **7:47 – What is supporting information**
 - Experience from the last two years and up-to-date certifications

- **8:04 – Reporting 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)
- **9:31 – Reporting certifications**
 - Upload copies of your health-related certifications in the Program Materials section.
 - Report current, not expired or future, certifications
- **10:06 – Matching prerequisites to transcript entry**
 - Be careful! Incorrect matching may invalidate your application or result in the loss of credit.
 - FAQ: How do I match a repeated course?
 - It is recommended to match the class with the better grade.
 - The lecture and lab are listed separately. If you took a combined lecture and lab course like BSC2085C, match the course to both the lecture and lab prerequisites.
- **11:37 – Answering program questions**
 - FAQ: Where can I find my FSU EMPLID?
 - Log into your myFSU account. Your EMPLID is listed at the top.
 - FAQ: Where can I find my transfer application reference number?
 - In your FSU application portal, the number will be in blue near the bottom of the status page under “Connect with us.”
- **12:39 – Submitting the application**
 - FAQ: Do I have to wait for my transcripts to arrive before submitting my application?
 - No, you don’t have to wait. NursingCAS will review your application once transcripts are received.
- **12:55 – Checking application status**
 - 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 email you if edits are required.
 - 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.

- **13:28 – 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.