

ASN NURSING APPLICATION INSTRUCTIONS

1. Go to Website <https://www.uvu.edu/nursing/degrees/bsn.html> and click on Apply to the RN-BSN Program.

Bachelor of Science in Nursing (BSN) Completion Program

BSN classes are available online, hybrid, or face-to-face.

BSN PROGRAM INFORMATION

BSN CATALOG INFORMATION

A BSN degree allows ASN-prepared nurses to learn and apply leadership skills, genomics, global health perspectives, and research for practice. A BSN degree provides the greatest opportunities for advancement in the nursing profession. In addition, a BSN degree is required for entry into graduate nursing programs, including nurse practitioner, certified nurse anesthetist, nurse educator, or nurse researcher.

RN to BSN Program

Licensed RNs who would like to earn a BSN degree are encouraged to apply to our UVU RN-BSN program. This program is offered online, hybrid or face-to-face, and you can attend full- or part-time. We are proud to assist RNs and our community partners in elevating the quality of health care delivered in our communities.

Apply to the RN to BSN Program



2. Read through the information and at the bottom click [Instructions for filling out application](#). You could print it out or keep it open in new tab for quick reference if needed. When you are finished reading the instructions at the bottom click on **BEGIN YOUR APPLICATION HERE**

offenses. UVU has sole discretion to deny entrance based upon the information contained in either of these two reports.

➔ Complete the online Nursing Orientation. Information on completing the online orientation will be sent via your official UVU email address (my.UVU.edu). If the online orientation is not completed by the orientation deadline, you will not be allowed to start classes.

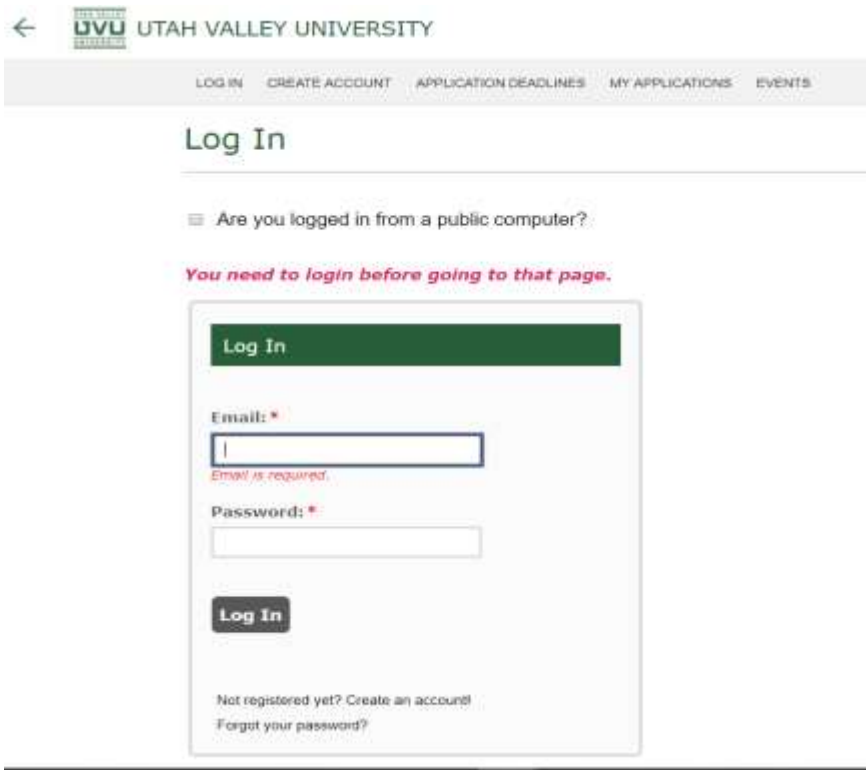
UVU Department of Nursing reserves the right to disqualify students guilty of any form of misrepresentation and/or misconduct.

Any questions about admission requirements and the application process should be directed to the [nursing advisor](#). You will start by entering the email address and password you used when you applied to UVU.

[Instructions for filling out the application.](#)

BEGIN YOUR APPLICATION HERE

3. Log In using your UVU student email. The Password is the one you used when you first applied to UVU. This is not connected to your MY.UVU.edu password. You may not remember the application password you used so if you are having a problem logging in just go to the bottom and Create a new account or Forgot your password. You can also call the Admissions office to have them reset your password, 801-863-8706 (This option may take some time.)



The screenshot shows the UVU (Utah Valley University) website header with a navigation bar containing links for LOG IN, CREATE ACCOUNT, APPLICATION DEADLINES, MY APPLICATIONS, and EVENTS. Below the header is a 'Log In' section. It includes a link for 'Are you logged in from a public computer?' and a red message stating 'You need to login before going to that page.' The main login form has a green 'Log In' header, an 'Email: *' field with a red asterisk and a red error message 'Email is required.', a 'Password: *' field, and a 'Log In' button. At the bottom of the form, there are links for 'Not registered yet? Create an account!' and 'Forgot your password?'.

4. From the drop down box select the semester you are applying to the program. That is really the only box you need to fill in on this screen. Submit

Online Application

Continue with this Application?



The screenshot shows the 'Online Application' form. It has a title 'Continue with this Application?' and a section titled 'I want to start classes in: *' with a dropdown menu. Below this, there are two more dropdown menus: 'I plan to enroll as a(n):' and 'I'd like to study:'. The form is designed to collect information about the applicant's intended start date, enrollment status, and study location.

Notice at the bottom it might say

Your application is loading. This may take a minute.

CONTACT INFORMATION SECTION (Notice the sections to be completed on the left.)

5. It should populate some of your contact information. Make sure the required areas are filled in and check for accuracy. Save & Continue

Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

To be considered for the Nursing program, your application and all supplemental items must be submitted by the deadline.

Contact Information	Name	
Academics		
Demographics		
Residency	First Name *	Middle Name
Signature	<input type="text"/>	<input type="text"/>
	Last Name *	

ACADEMICS SECTION

6. Make sure the Entry term is correct. FROM THE ACADEMIC PROGRAM DROP DOWN BOX select **RN to BSN Program (RN License required)**. This will change the application you are in and you should see a section that you have to read starting

you can submit your application. Additional questions may become required based on your answers to a previous question.

Contact Information	Academic Plans	
Academics	Entry Term *	Academic Program *
Additional Information	2020 SPRING ▾	RN to BSN Program (RN Licen ▾
Signature	Where did you earn your Associate Degree in Nursing? *	
	<input type="text"/>	

This application is for applicants who have a Registered Nurse License.

By submitting this application, I understand that...

- 1. I will complete the online Nursing Orientation or I will not be able to start classes and will forfeit my position for entry into the RN-BSN program for this application period.*
- 2. I have read the application information section and I assume full responsibility, and any consequence, if application instructions are not followed or deadlines not met;*
- 3. Only complete applications will be reviewed; it is my responsibility to submit, by the deadline, all required documents, including transcripts, and grade reports, if required;*
- 4. If accepted, I will be expected to make the nursing program my first priority. The Nursing program cannot make accommodations to fit my work schedule. Flexibility in my work and family schedule is my*

After you have filled in where you earned your ASN and read the really important (pay close attention to it) information and agree to the terms type in **yes** in the appropriate box. Save & Continue

ADDITIONAL INFORMATION SECTION

7. Answer the two questions. If the answer is NO to both then Save & Continue.

If the answer is YES to have you ever been convicted of a felony or misdemeanor? A drop down section will give you instructions.

If the answer is YES to is English your second language? Go ahead and select No because you are not required to submit a TOEFL score.

Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Contact Information

Academics

Additional Information

Signature

Have you ever been convicted of a felony or misdemeanor?

☐ Yes ☒ No

Is English your second language?

☐ Yes ☒ No

SIGNATURE SECTION

8. Following the instructions on this page. (There is no fee for the application.)

Submit Application

Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Contact Information

Academics

Additional Information

Signature

Certification

You will turn in your prerequisite form after you submit your application. ASN applicants will also be required to submit TEAS scores.

Please affirm the following before you submit your application.

Do you certify the following? *

I understand that once my application has been submitted it may **NOT** be altered in any way.

I understand that withholding information requested on this application, including attendance at any other institution or giving false information, may make me ineligible to apply to the nursing program or subject to dismissal.

I have read this application and certify that the statements that I have made on this application are correct and complete, including a report of all college work attempted or completed.

I agree to pay any application fee associated with this application and understand that the **fee is not refundable**.

I voluntarily consent to receive electronic communication via my myAMU email from the Financial Aid and Scholarship Office. I understand I can rescind this voluntary consent by contacting the Financial Aid and Scholarship Office.

☐ Yes ☒ No

Type your full name (First, Middle, Last) in the space below to certify the information you have submitted on your application is accurate.

Signature * Signature Date *

9. When the application is submitted correctly you will see this page but you are not done yet! **YOU MUST select**

Click Here to see if you need to submit additional items!

The system may take a minute to populate this section.

Congratulations!

Your application has been submitted, but might not be complete.

If you do not receive your UVU Admission emails, be sure to check your spam or junk folder.

Click Here to see if you need to submit additional items!

In an effort to better serve you and to improve the application process, we encourage you to complete this quick survey. Thank you in advance for your time.

Click Here to start the survey

Click to return to the list of your applications

10. It should take you to a different screen scroll down and you will see

Events

View Upcoming Events

2019 FALL - Associate of Science in Nursing (ASN)	2016 FALL - Non-Degree Seeking	2019 FALL - Associate of Science in Nursing (ASN)/RETURNING STUDENT
<input checked="" type="checkbox"/> 1. Create a Profile		Created On 8/15/2016
<input checked="" type="checkbox"/> 2. Start an Application		Started On 5/3/2019
<input checked="" type="checkbox"/> 3. Complete an Application		Completed On 5/3/2019
<input type="checkbox"/> 4. Submit Supplemental Items		0/2 required items received

[View Application](#)

Create a New Application

Contact Us

The Office of Admissions

800 West University Parkway
Orem, UT 84058

(801) 863-8706

11. **You must click on 4. Submit Supplemental Items and upload the forms.** This page may take a minute or two to populate. If it is taking a long time refresh the page or log out and log back into the application and that should give the supplemental items enough time to populate correctly.

12. On the Supplemental Items Listing page click on the Choose File tab to upload your required forms that have been saved on your device. When all the forms are uploaded Select Upload All .
13. Submission Status should show Received for each form. Your application will not be complete if you do not upload the completed required forms.

Supplemental Items Listing

Back to My Account

Supplemental Items

Item	Description	Submission Status	Attachment
Criminal History Disclosure *	Please include a FULL disclosure of all circumstances involved, dates and/or time frames, as well as any resolution reached.	Not Received	Choose File No file chosen
Nursing Prerequisite Course Form *	Click on the following link and upload as a PDF: Prerequisite Form	Not Received	Choose File No file chosen
RN License *	A copy of your current RN License must be attached and submitted with your application.	Received	

Upload All

14. Once both forms are successfully uploaded select back to My Account (top left side)

Supplemental Items Listing

Back to My Account

Supplemental Items

Item	Description	Submission Status	Attachment
Nursing Prerequisite Course Form *	Click on the following link and upload as a PDF: Prerequisite Form	Received	ocean 3 seaweed.JPG uploaded Remove
TEAS Test *	TEAS test results (upload as pdf)	Received	sandy beach.jpg uploaded Remove

Recommendation Requests

There are currently no recommendation requests associated with this application.

15. You can see that #4 is complete.

Events

[View Upcoming Events](#)

2019 FALL - Associate of Science in Nursing (ASN)	2016 FALL - Non-Degree Seeking	2019 FALL - Associate of Science in Nursing (ASN)/RETURNING STUDENT
<input checked="" type="checkbox"/> 1. Create a Profile		Created On 8/15/2016
<input checked="" type="checkbox"/> 2. Start an Application		Started On 5/3/2019
<input checked="" type="checkbox"/> 3. Complete an Application		Completed On 5/3/2019
<input checked="" type="checkbox"/> 4. Submit Supplemental Items		2/2 required items received

[View Application](#)

[Create a New Application](#)

16. Your application should be submitted. You can log out.

ERRORS

17. After you sign the application it will prompt you to correct any errors. Select the words black in parenthesis and it will take you to the area that needs correcting. (This may take a few seconds.) Make the correction and Save and Continue and it will take you back to the Errors page.

Online Application

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Contact Information

Academics

Demographics

Residency

Signature

Errors
Please specify a value for Gender. (Gender)
You must certify the statement. (Do you certify the following?)

Academic Plans

Entry Term *

Academic Program *