

## Nursing Application Checklist

This form must be completed in its entirety, signed, and included with the application.

If an item is not applicable place "N/A" in the checkbox.

An incomplete or missing checklist will result in your application not being accepted.

Check when complete or write in N/A if not applicable to your circumstance.

- Nursing Application **completely** filled out, **signed and dated**. Student ID #: \_\_\_\_\_
- I have a current SBCC college application on file. (If you attended in the past but not the most recent semester, you must reapply to the college; [www.sbcc.edu/apply](http://www.sbcc.edu/apply)). My pipeline email account is active.
- Official college transcripts from **all colleges attended** excluding Santa Barbara City College (*all courses taken for credit must be submitted, regardless if they were part of the nursing major*). One set only is required, in whichever format is most readily available. **Electronic transcripts are preferred**, follow these instructions to have the transcripts submitted by the college(s) attended <https://sbcc.edu/transcripts/incomingtranscripts.php>. If only a hard copy in sealed envelope is available, include with nursing application. Exception: **IF** all of your up-to-date transcripts have already been submitted and are in the transcript database, you are not required to submit them again. Your Pipeline account (in the Student Records tab) will show which transcripts are in the transcript database.
- Degree posted on college transcripts.
- Official high school transcripts or GED if no college degree (in original sealed/unopened envelope).
- Nursing program prerequisites completed with a grade of C or better (and grades included on transcripts).
- English prerequisite: For evaluation of English coursework not taken at SBCC, submit this [form to have English Coursework evaluated](#) along with the following: [Instructions](#) for completion of form, if needed.
- If English prerequisite was met with an AP score of 3 or higher, official AP Score report from [www.collegeboard.org](http://www.collegeboard.org) must be included with application. [CLICK HERE](#) for more information.
- Course descriptions for prerequisite courses completed at a non-California Community College. Course descriptions must come from the specific catalog year in which the course was taken.
- Documentation of paid work or volunteer hours in a healthcare setting of 200 hours or more, if applicable. (Documentation must be on company letterhead, and must describe your duties and hours worked.)
- Include a reliable email address on your application. This email address will be used to communicate with the student regarding their nursing application.
- Documentation of proficiency in a language other than English, if applicable. (See the Supporting Documentation Form on the SBCC Nursing webpage.)
- Documentation of life experiences and/or special circumstances, if applicable. (See the Supporting Documentation Form on the SBCC Nursing webpage.)
- Copy of CNA certificate or EMT certificate or LVN license, or other, if applicable.
- Form DD 214 for all students applying for veteran/spouse of veteran eligibility.
- Results of TEAS exam demonstrating minimum composite score of 62% (only the ATI TEAS is accepted). If taken at an ATI testing site other than SBCC; results must be sent directly from ATI to SBCC; we will NOT accept a copy from the student. If the TEAS is taken with SBCC, the results are obtained on the day of testing. **Note to students who take the test more than one time: SBCC accepts only the first ATI TEAS test attempt.**
- All applicable documents must be placed in a large envelope, with applicant's name written clearly on the outside.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_