

# SBVC Nursing Application Check list

Applications are available online only.

The application period is for Spring 2024 entry is September 15<sup>th</sup>- September 30<sup>th</sup>

Applicants are responsible for reviewing and or verifying application information prior to submitting. It is highly recommended for applicants to attend an Application Workshop prior to starting the Nursing Application. Visit the SBVC Nursing website for Application Workshop date and times. This checklist is designed to assist you with the application process. The following items are required. Failure to fulfill these requirements will result in your application being disqualified.

All Prerequisites must be completed prior to applying

Must meet all GPA requirements:

- Science minimum GPA of 2.8
- General Education minimum GPA 3.0

The following must be on file with Admissions and Records,

- Official high school transcripts, or equivalency of completion
- International students: official high school equivalency
- Official AP/IB scores from college board

*To verify if your forms are on file, please contact the Admissions and Records Department*

File uploads that may be required when applying

- Evaluation of Prior Credit (Students with transcripts outside of SBVC)
- Unofficial Transcripts (Students who only attended SBVC)
- Any documentation for certificates and/or the special circumstance criteria

## **LVN Applicants: All the above plus ADDITIONAL REQUIRED ITEMS to be uploaded:**

- A copy of LVN license (Must be current and in good standing)
- Detailed Resumé. This includes all responsibilities as an LVN
- Employment Verification Letter (should be printed on your company's official letterhead or stationery that includes the company logo). The letter should include the following information:
  - Employee Name, Job Title, and Job Description
  - Dates of Employment ○ Date letter was composed ○ Wet/Handwritten Signature
  - Employer/Supervisor's Contact information (Full Name, Job Title, Email Address, Business Address, and Phone Number) Note: This is not a Letter of Recommendation.

## **ATI TEAS Information:**

After points have been calculated from the first round of the application phase, selected students will be invited to take the ATI TEAS on our campus. Visit the ATI website for information on the exam, and study material. It is recommended to begin studying now. Invites will be sent via email no later than November 15<sup>th</sup>. Be sure to check your email periodically prior to November 15<sup>th</sup>, including spam/junk folder. If selected for the second round, students who have completed the ATI TEAS within twelve months must request the passing scores to be sent electronically from ATItesting.com to [SBVC\\_Nursing@valleycollege.edu](mailto:SBVC_Nursing@valleycollege.edu). Fees may apply.