

Indiana State University  
School of Nursing  
Undergraduate LPN to BSN Track  
Nursing Admission Materials  
Admission Materials Overview

- LPN to BSN admission documents are only accepted via the online admission form.
- Prior to opening the Nursing Admission Materials Form, gather the information described below and prepare the materials to upload.
- An incomplete form cannot be submitted.

### Preparation for Nursing Admission Materials

- ☐ 1. Demographic Information: Name, Indiana State University ID# (if known), street address, city, state of residence, zip code, telephone number, Indiana State University email address (if known), and alternate email address.
- ☐ 2. LPN/LVN License: Current state of licensure including license number.
- ☐ 3. LPN/LVN Work History: Names of facilities and dates employed.
- ☐ 4. Driver's License: Legible copy (prepare pdf format only).
- ☐ 5. Resume: Use [this guide and template](#) to create your resume (prepare document format only – i.e. Word). Provide one professional and one academic reference (if possible) on your resume. (Do not send or submit reference letters – references will be contacted as necessary by the Admissions committee.)
- ☐ 6. National Background Check: Attach a completed [CastleBranch National Background Check](#) (pdf format only).
  - Log into your [CastleBranch](#) account to obtain the completed check-in pdf format. Make sure the check has a “completed” date in the seal in the upper right corner of the first page instead of “pending”.
  - If you do not have a completed CastleBranch National Background Check, provide the date your National Background Check was ordered (mm/dd/yyyy).
  - The background check must be within 7 months of the deadline for admission to the LPN-BSN Track (between February 1 and September 1 for Spring admission)

and between August 1 and March 1 for Fall admission).

- View the [Background Check Policy](#).

- 7. Health Immunization Record: Complete and sign the [Health Immunization Record](#)

(submit the signed form in pdf format only). Multiple pdfs are not accepted on the Admission Materials Submission Form. [Software to combine multiple pages](#) into one pdf may be used. Submission of other immunization documentation is not sufficient for application.

- 8. Drug Screening Policy Acknowledgment Form: Review, complete, and sign the Addendum A form linked from the [Drug Screening and Impaired Nursing Student Policy](#) (prepare the signed form in pdf format only).

- 9. Acknowledgement of Limitations to Clinical Placement and Licensure Form: Review, and sign the form linked from the [Notification and Acknowledgement of Limitations to Clinical Placement and Licensure Form](#) (prepare the signed form in pdf format only).

- 10. Student Outcome Assessment Form: Review, complete, and sign the [Student Outcome Assessment Form](#) (prepare the signed form in pdf format only).

- 11. Honor Code Form: Review, complete, and sign the [Honor Code Form](#) (prepare The signed form in pdf format only).

## Submission of Nursing Admission Materials

1. Prepare all admission materials above.
2. Access the [Nursing Admission Materials Form](#).
3. Submit all required admission materials.
4. Once all required materials have been submitted, a screen with the information you entered will appear.
5. Review the information for correctness and completeness. Download a pdf from the link if all information is correct.
6. Should changes be needed, click BACK to make the necessary corrections.
7. Once all information is correct, click **Submit My Admission Materials** to again review your information.
  - a. Download a pdf from the Download PDF link if all information is correct.
8. To complete your submission, **scroll to the bottom of the page** showing your information and click **once again** Submit My Admission Materials.
9. Once your submission is complete, you will see a confirmation screen and receive a confirmation email – if you do not receive a confirmation email in a short time, you

have not completed your submission.

## Confirmation of Nursing Admission Materials Submission

1. If you did not receive the confirmation screen and the confirmation email, your Admission Materials have not been submitted.
2. Reopen the [Nursing Admission Materials Form](#) and complete the Submission of Nursing Admission Material section.

**Incomplete submissions will not be considered for admission.**

**Save ALL of the documents you uploaded to your application.**

- Documents are not returned to applicants.
- If you are not admitted, submitted documents will not be kept on file.