This presentation is meant to serve as a resource during this application cycle. It does NOT cover all aspects of the application, so you must do your own research!
Review the NursingCAS Instructions for more detailed information.
You can also contact NursingCAS for further assistance (please read FAQ first):
- **Phone:** 617–612–2880 (applicant inquiries only)
- **Email:** nursingcasinfo@nursingcas.org
- **Hours of operation:** Monday – Friday (9:00 am – 5:00 pm Eastern Time)

NursingCAS verification process may take up to six weeks after your application, transcripts, and payment are received.
WHEN TO APPLY/CHECKLIST

- NursingCAS is currently open.

- Before this date, you should have:
  - Completed (or be IP of) all pre-nursing prerequisite courses listed on the Pre-Nursing Quick Facts Sheet
  - Check individual nursing program web sites that you are interested in applying to for program specific requirements.
  - Contact individuals that you would like to have for references (if required by your selected program).
  - Obtain student copies of your college transcripts to assist you in completing the course work section of the application.
  - Request official transcripts using the Transcript Request Form. This form can be printed from the ‘Colleges Attended’ section once you create an application.
  - Turn off your email’s spam/junk filters for the duration of the application cycle. If you’re not able to do this, add nursingcasinfo@nursingcas.org, noreply@nursingcas.org, donotreply@webadmit.org, NursingCASEmail@nursingcas.org and @sendgrid.me domain to your allowed email address list. Also, please check your spam or junk mail folders periodically throughout the cycle and check the “My Messages” section of your application frequently.
  - NursingCAS recommends you use the most up-to-date versions of Firefox or Google Chrome
  - Read the Applicant Responsibilities checklist for NursingCAS
CREATING AN ACCOUNT

- Click [here](#) to create an NursingCAS account.
  - If you’ve never used NursingCAS before, you will need to create a new account. To do so, visit the [NursingCAS application](#) and click “Create an Account”.

PROGRAM SELECTION

- Once you have created an account, you must select at least one nursing school or college to which you will be applying.

- It is best to add all programs you are applying to at this point. You can always add more programs later on, or remove a program prior to submission of the application if you opt not to apply to this program. Once you have added one or more programs to which you are applying, you will need to review the list of designations schools and colleges, and then advance to the application.
SCHOOL SELECTION

- **Undergraduate**
  - 1 school: $50
  - Each additional school: $35

- **Graduate**
  - 1 school: $70
  - Each additional school: $40

- Average applicant applies to 7-10 schools
  - 10 schools: $365 (Under the **Submit Application** tab you can see the total cost before you confirm your application)

- **APPLY EARLY!**
  - Since nursing school acceptance is done on a **rolling basis**, applicants who submit early are more successful in being invited to interviews and considered for scholarships first. Please note that there are exceptions.
  - Once your application becomes complete (application submitted and all official transcripts received) it can take 4 – 6 business weeks for your application to be verified.
REAPPLYING TO NursingCAS

- The Re-Applicant Feature allows you to carry over your data and transcripts from the past application cycle to the 2017 – 2018 NursingCAS Application Cycle. This is important to do even if you don’t plan to “re-apply” to a program but want to use your data and transcripts again to apply to new programs.
- The “Re-Applicant” feature is available to all users who had an active NursingCAS account during the previous application cycle which ran from August 25, 2016 – August 18, 2017, regardless of whether or not your application was verified or even submitted to a program during that time.
Highlights of the “Re-Applicant” Feature include:

- The ability to carry your data with the “re-applicant” feature even if your account was not submitted during the previous cycle.

- You will be able to retain your NursingCAS ID# and login information.

- Transcripts, academic history (including coursework entry data), and most other account information can be carried over. You will be able to review and select which sections of the application will carry over to the new application. *Exceptions: Letters of reference, personal essays, program-specific information, payments, and information which has changed since last cycle will NOT carry over and will need to be updated and re-submitted.*

- Applicants who would like to start fresh with a blank application can still use the “Re-Applicant” feature and maintain their ID and login information.
Important Information Regarding the “Re-Applicant” Feature:

- **Re-applicant accounts cannot be requested or created prior to the NursingCAS launch on August 23rd.**

- **The new re-applicant feature does not create a re-applicant account instantaneously.** Once you have signed in and requested your re-applicant account, your request will go into a queue for processing and you will be notified via email when your re-applicant account is ready.

- **Re-applicant accounts can take up to 24 HOURS to process and become available.** Please do not expect to have your re-applicant account ready to fill out on launch day if you request one at that time.

If you have any questions not covered under the [Application Cycle FAQs](#), please contact our customer service staff by phone or email. They can be reached by calling 617-612-2880 or [nursingcasinfo@nursingcas.org](mailto:nursingcasinfo@nursingcas.org).
PERSONAL INFORMATION SECTION

- This section includes:
  - Biographic Information
  - Contact Information
  - Citizenship Information
  - Race & Ethnicity
  - Other Information
  - Language Proficiency
  - Military Status
  - Legal Infractions
  - Academic Infractions
  - License/Certification Infractions
  - Social Security Number (if applicable)

- Proofread your application for accuracy and grammar errors.

View a full listing of questions asked on the Personal Information section of the application.
ACADEMIC HISTORY SECTION

This section contains questions regarding your previous academic history.

This includes:
- Listing high school and colleges attended
- Downloading transcript request forms*
- Inputting coursework*
- Entering standardized test scores*

* if required by chosen program

NEW! You can now send your GRE codes to NursingCAS directly through your application!

View a full listing of questions asked on the Academic History section of the application.
TRANSCRIPT PROCESS (Professional Transcript Entry)

- NursingCAS only offers Professional Transcript Entry to applicants who apply to programs that require FULL TRANSCRIPT ENTRY. If you are applying to a program that requires “No Coursework” or “Prerequisites Only” you do not have the option for Professional Transcript Entry. It is the applicant’s responsibility to check the requirements of the program before selecting the Professional Transcript Entry service.

- Professional Transcript Entry Cost:
  - 1-3 transcripts $65
  - 4-6 transcripts $90
  - 7 transcripts or more $120
  - Please note that these fees are for coursework entry only and are in addition to NursingCAS’ regular application fees. As this is an optional service, no fee waivers are available for professional transcript entry.
NursingCAS accepts electronic transcripts from Credentials Solutions and Parchment only. If your school does not offer either of these services, your transcript must be sent by mail. Please note that use of these services does not expedite the processing of transcripts.

Click [here](#) and follow the instructions to proceed with Parchment. Once your transcript is requested, it takes 7-10 business days for it to post to your application. If your transcript is not posted after this timeframe, contact Parchment directly to confirm the order was completed, then contact customer service.

**University of Georgia only uses Parchment.**

More information can be found on how to submit transcripts [here](#).
TRANSCRIPT PROCESS (Mailing)

NursingCAS
P.O. Box 9201
Watertown, MA 02471

*Using the P.O. Box address for anything mailed by FedEx/UPS may delay the receipt of your transcript in office and you may need to redirect where the transcript is mailed to. NursingCAS is not responsible for any delays caused by this as these services DO NOT deliver to P.O. Boxes. Please note that overnight mail MUST be delivered to NursingCAS during our hours of business, which are Monday – Friday, 9am – 5pm Eastern Standard Time. We cannot receive materials which arrive outside of these hours at our street address.

IF YOU ARE SENDING A TRANSCRIPT BY UPS, FEDEX OR ANY OTHER SERVICE OTHER THAN USPS, PLEASE USE THE FOLLOWING PHYSICAL ADDRESS:

NursingCAS Transcript Department
311 Arsenal Street, Suite #15
Watertown, MA 02472
TRANSCRIPT FAQ

• Can I print one transcript request form and send it to all the colleges I attended?
  • No. Each institution attended has a unique transcript matching form created specifically for that institution.

• If I have attended multiple institutions, do I need to send a transcript from each school?
  • Yes. All applicants are required to send ONE transcript from each institution attended regardless of the number of courses taken.

• I have transfer credits that appear on my primary transcript. Do I still have to send a transcript from the transferring institution?
  • Yes. NursingCAS requires an official transcript from every institution attended.

• What should I do if my transcript(s) are not received by NursingCAS?
  ▪ If it has been longer than 10 business days since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the CHECK STATUS tab.
COURSEWORK ENTRY STEP-BY-STEP

- Obtain an unofficial transcript for each college-level institution you have attended. Use the transcript and the UGA Bulletin to complete this section.
- Complete the “Colleges Attended” section.
- Entering Coursework:
  - Add a term for the first institution. Term choices are Fall, Winter, Spring, Summer or Interim. Academic Choices are Freshman, Sophomore, Junior, Senior, Graduate and Post baccalaureate (In general, four-year students list one year per designation and five-year students list their last two years as senior).
EXAMPLE OF COURSEWORK

- You will enter all of your courses each semester as it is designated on your transcript.
- **DO NOT** rush through this section as you will need to select the courses you have entered for later sections.
COURSEWORK ENTRY FAQ

 Do I need to include all of my courses on my NursingCAS application?
  ▪ Yes. All previous coursework must be listed (including repeated, failed and withdrawn courses). You must include the course title, department prefix and course number exactly as it appears on your official transcript. NursingCAS must receive an official transcript directly from the Registrar at each institution attended. Applications that do not include all courses listed on their transcripts will be put on hold until the discrepancy is resolved.

 How do I enter the course credits?
  ▪ Use your transcript to determine the Term Type (semester, quarter, or trimester). At times, a credit conversion may be necessary (e.g. 1.00 credit = 4 semester hours). Please be sure to make any credit conversions before you submit your application. DO NOT convert quarter to semester hours, the NursingCAS system will do that automatically.

 How do I enter repeated courses?
  ▪ If you repeated a course at the same institution, enter both courses into the coursework section.

 How do I report Advanced Placement (AP) credits?
  ▪ Please enter your AP credits under the first semester attended at the post-secondary institution where the AP credit was awarded. You will enter the test name and subject in the course title and prefix fields and the grade will be CR for credit. Please be sure to add the correct number of credit hours for the AP exam. NursingCAS does not require a copy of the AP test score report.
COURSEWORK ENTRY FAQ

I have taken courses outside the U.S. as part of a study abroad program. How do I list it in my application?

- Study abroad coursework should be listed under the U.S. institution that sponsored the program. All courses must be designated as “study abroad” during the transcript review process. DO NOT list study abroad coursework under a “Not Listed US/Canadian (foreign) Institution” or under the name of the foreign institution where you took the courses. A foreign evaluation is not needed for study abroad coursework.

Can I update my coursework after I e-submit my application?

- No. Once you have e-submitted your application to NursingCAS, no changes to coursework can be made. If you e-submit your NursingCAS application before your Summer/Fall 2017 grades are available, there will be an Academic Update (AU) period in December-February, which will allow you to update your coursework. Arrange for your updated Summer/Fall transcript to be sent to NursingCAS as soon as they are available. You can only update your coursework once during the Academic Update period. An email will be sent to applicants when the Academic Update period opens.
This section contains questions about:
- Achievements
- Experiences
- licensure/certification

All questions asked and whether if it is required or optional can be found here.

Additional Information about References.
PROGRAM INFORMATION SECTION

For each program a school lists on the NursingCAS application a customized homepage is created by the school. This homepage displays each program’s unique requirements for additional custom questions, document types, and prerequisite coursework.

Below is an example of a school’s program homepage. Depending on the requirements of a program, they may require you to upload additional documents or ask additional questions not on the other sections. This is also where you can find more program specific information such as supplemental applications and fees, links to their homepage, and additional instructions.
REFERENCES

- References are critical to the review of your application.

- To avoid processing delays, please review the directions to be certain the information you submit is complete and accurate.

- Before you enter your reference information in this section, it is suggested you contact the individuals to confirm they will author your reference and to find out their preferred email address.

- Designate your references early in the application process.

- We strongly encourage you to enter your reference information first to expedite their receipt of the reference request. Because NursingCAS reference requests may be caught by spam filters, applicants are encouraged to contact their reference to ask them to allow their email systems to “permit” the NursingCAS reference mail address: nursingcasinfo@nursingcas.org
References

- References are configured by the school and can vary depending on the program you select. If References are required or requested (*note: they will be marked as “optional”), you will see an “References” tab on the Program’s Homepage in the “Program Materials” section. To create a Reference Request, go to the Supporting Materials, and click References. If you do not see an References tab then you are not required to submit them via NursingCAS.
CREATE A REFERENCE REQUEST

- Once you have saved the request form for your References, they will be notified via email that you requested their reference.
- They will need to follow the directions in the email to create an account and fill out the required information. If at any time they have difficulty, please have them send an email to nursingcasinfo@nursingcas.org that includes their issue and your applicant ID number.
- You are able to review the status of your References by going to the “Supporting Information” section of your application and clicking on References.

- Note: it is not necessary to wait until your References have responded to submit your application.
REQUEST STATUS DEFINITION

- **Requested** – Your email has been sent to your Reference at the email provided.

- **Accepted** – Your Reference has gotten the email and logged into the portal after creating an account.

- **Completed** – Your Reference has submitted your Ratings and Letter.

- **Declined** – The Reference declined to complete the Reference. Please delete and re-add if this was a mistake.
HOW TO SUBMIT YOUR APPLICATION

As you move through each section of the application, you are able to see what is complete and what is still in progress. Once all required sections have been completed, you will see each section turn ‘green’ and the number of program(s) that are ready to submit indicated in the ‘My Program Selections’ box, as seen below.

![Image of application dashboard showing completion status]
To submit the application, click “Submit Application”, and you will see the list of which programs are ready to submit.
TO SUBMIT YOUR APPLICATION

The next screen will allow to confirm which program(s) you are ready to pay for and submit. You can see examples of this below:
TO SUBMIT YOUR APPLICATION

Once you have selected all of the programs you wish to apply to, proceed to the payment screens.
TO APPLICATION STATUS

Program Status
You may check if your official transcripts have been processed prior to submitting the application.
The **Check Status** page will help you track your status. The screen is divided into two parts, Application Materials and My Submitted Programs:
1) **Application Materials** displays the following information for all programs:

- **Transcripts** – all transcripts Arrived 2 of 3 (yellow—turns green when 3 of 3) > Verifying
  
  Note only “Official Transcripts” will reach the “Verifying” status
  
  If you are applying to a program that requires:
  “Unofficial Transcripts” or “No Transcripts” then this section will state that “No transcripts are needed for this program.”
  
  If you upload a required “Unofficial Transcript” then you will see a “Completed” icon with a green checkmark and the date it was uploaded
  
  It is important that you check the “Academic History” section to confirm your program’s requirement and upload an “Unofficial Transcript” if necessary
  
  To navigate to “Academic History” click on “My Application” at the top of the page then click on “Academic History” and “Colleges Attended

- **References** – all references, Requested > Accepted > Completed
  
  Note: References are contained in the “Supporting Information” section of NursingCAS since every program has different requirements this section automatically defaults to say “References are optional for this application. They are not required for submission.”
  
  However, some programs DO REQUIRE References so you must check the “Programs Materials” section and click on the program’s homepage to check whether or not they require them. Most programs that do require references will not review your application until they are in
  
  So even though it says “references are optional for this application” meaning the NursingCAS application overall, the specific program(s) you are applying to might actually require references as part of their admissions process
  
  To navigate to “Program Materials” click on “My Application” at the top of the page then click on “Program Materials” and the name of the program and review their homepage text for any information about reference requirements
2) **My Submitted Programs**, which shows the same materials but organized by the programs for which they are required
   - Official Transcripts for that program
   - References for the program – Requested > Accepted > Completed
TO APPLICATION STATUS

Users can click each of the areas to view more details. As each of the materials move through the statuses, the information and color of the subtabs changes (yellow to indicate in progress, and green to indicate complete). Statuses for each area are as follows (with numerical indicators (0 of 1, 2 of 3) to indicate the status of in-progress items:

Transcripts: Arrived > Verifying
TO APPLICATION STATUS

After official transcripts have been received and you have submitted your application, the status moves into “Verifying”. If your program requires Full Transcript Entry (tip: check the “Academic History” > “Transcript Entry” section to confirm) the Verification process may take up to 2 weeks.

After the verification process is complete, your program status will appear green, with a final status of “Verified”. When items are not required, that information also displays for clarity. For example, when transcripts are not required, the Transcript section displays Transcripts Not Required.

For Undelivered programs, users can click links to “Check your notifications” and “review the program” before clicking the button to Resubmit Programs.

On the “Submit Application” page you can also Remove Program(s) you no longer wish to apply to by clicking on the trash can icon.
Instructions
You CAN make updates to your coursework section for newly completed or planned courses using a system called Academic Update.

The Academic Update feature will not be enabled in your application until your application has been verified. You cannot make any updates to your coursework section until your application is in the “Verified” status.

The process of submitting your Academic Update to NursingCAS is a multi step process. Please follow the instructions below to update your courses. Should you have issues please contact our Customer Service Team for assistance at 617-612-2880 OR by email at nursingcasinfo@nursingcas.org.

To update your coursework:
1. Ensure your application’s status is Verified.
2. Navigate to the Academic History section.
3. Click Transcript Entry.
4. Click Edit under the school you are updating.
5. Click the blue pencil next to the term you are updating (if you need to add a new term, click Add Term).
6. Change the In Progress/Planned box to Completed.
7. Update your courses, credits, and grades.
8. Click Save All.
9. Click Update my application to send the updated information to your programs.
ACADEMIC UPDATE

IMPORTANT: If you did not list your college attended dates at the school you would like to update coursework for as STILL ATTENDING you will not be able to update your courses. Please contact NursingCAS Customer service to have your attendance dates corrected, once corrected you will be able to add your updated course information. Once you have submitted your Academic Update to NursingCAS, your updated transcripts have posted to your application and you have an AU COMPLETE application status NursingCAS will re-verify your application to include the updated courses. From the time you submit your Academic Update and your updated transcript is received it can take up to 4 weeks for your GPA to be updated.

NOTE: NursingCAS is not responsible for items lost in the mail and it is the applicants responsibility to monitor their application status to confirm their transcripts have arrived in a timely manner. It will take 7-10 business days for your transcripts to post to your application once they have been RECEIVED in our office.
ACADEMIC UPDATE

What is Academic Update?

- Academic Update is a window of time that allows you to update grades on any coursework completed since you originally e-submitted your application. You may only submit ONE Academic Update. When the Academic Update window is opened, you can only add grades for courses taken during the summer and fall 2017 terms, or in progress courses for spring or fall 2018. You can NOT add courses taken in previous years.

When does the Academic Update window open?

- The 2017-2018 cycle Academic Update is projected to open on December 15, 2017 and end February 15, 2018.

Who can take advantage of Academic Update?

- You can begin the Academic Update only after NursingCAS has verified your completed application. The following steps must be completed before you can begin the Academic Update,
  - You must e-submit your original application
  - You must pay the NursingCAS fees in full,
  - NursingCAS has verified your initial application for your designated optometry schools. Once your application is verified, OptomCAS will notify you by email that you are ready to begin the Academic Update.
ACADEMIC UPDATE

- **How do I use Academic Update?**
  - If you are eligible for Academic Update, navigate to the “Transcript Entry” section. Change any Planned/In Progress terms that now have grades to a Completed Session, then enter the grade for each course. At this time, you may also enter any new Planned courses for the winter, spring, or summer 2017 terms. Once you are finished adding all of your new courses, you must “Review and Finalize Transcripts” again, and answer the Academic Update option at the end of this process. Remember to arrange for official fall transcripts to be sent directly to NursingCAS as soon as possible.

  - Once your application is updated and your fall transcripts are received, NursingCAS will verify and send your revised course history and GPAs to your designated optometry schools. Your updated GPAs will be available under the “Check Status” menu option of your NursingCAS application.

- **Can I use Academic Update more than once?**
  - No. You can only submit your Academic Update coursework once. Make sure you have the complete results for your fall classes and carefully review before submitting your academic update. If you do not click the “Update” button through the “Review and Finalize Transcripts”, your GPA will not be updated.
GOOD LUCK!