CONCORDIA UNIVERSITY IRVINE
ACCELERATED BSN

Application Procedure – **SUMMER 2021**

Please read the following instructions carefully:

To be considered for the ABSN Summer 2021 admission, your **completed application packet must be received** by the admission office on or before **Friday, January 15, 2021.**

Documents postmarked January 15th will be automatically disqualified. All incomplete files, after the deadline passes, will be cancelled and a new application for the following admission term must be submitted.

If you have already **submitted** your online application **and** you need to defer your application to Fall 2021, you must email the nursing counselor (absn@cui.edu) prior to **January 15, 2021**. All applicants are allowed to defer their application (including the application fee) **once to the next available admission deadline.**

A completed application packet must include the following items:

1. **Online Application and $50 non-refundable Application Fee**
   a. Only **1 (ONE) online application** to the ABSN Program is required.
   b. ***All new and re-apply students must complete an online application***.
   c. Application fee may be submitted online **or** submit "Applicant Fee Payment Form" along with a personal check payable to "Concordia University Irvine" in your application packet.
   d. **IMPORTANT:** Submit an online application before submitting all other documents (incl. online LORs and/or transcripts). Documents received without an application cannot be tracked.

2. **Statement of Intent/Essay**
   a. All essay questions on the "Statement of Intent" form **must be answered in 1 (one) document.**
   b. Re-apply students must re-submit an updated statement of intent. ***Re-apply students may not re-use previously submitted essays.***
   c. The complete essay, with all questions answered, should be a minimum of 2 pages (max. 4 pages), typed, 12-point font, and double-spaced.

3. **Completed Pre-requisite Form**
   a. "Pre-requisite Plan Form" must be filled out completely.
   b. By the application deadline, you are allowed to have a maximum of 2 (two) classes in-progress. You must provide proof of enrollment for in-progress classes (i.e. payment receipt and/or unofficial transcripts).
   c. **If you completed a class(es) very close to the deadline**, provide either unofficial transcripts **OR a signed and sealed** letter from your professor, verifying your progress report and/or current grade(s).

d. All pre-requisite classes must be completed by **May 31st** (***Summer applicants***) **or** **October 1st** (***Fall applicants***).
e. Philosophy/Theology (6 units) requirements are non-transferable. These classes must be completed at Concordia University Irvine (CUI) **upon your confirmed acceptance**.

4. Background Check Waiver Form

a. Form must be signed and dated.
b. A complete background check must be submitted to Department of Nursing ***AFTER*** your confirmed acceptance into the ABSN Program.

5. 2 (two) Letters of Recommendation – Online or PDF

- Recommendations from family members and/or friends are not acceptable.
- **It is your responsibility – as applicants – to follow up with your references to make sure the admissions office receives both letters by the deadline.**

A. Online Format

i. Provide your reference(s) with CUI online reference link.
ii. An automated confirmation email will be sent to your reference after submission.

B. PDF Format

i. CUI forms must be utilized. If your reference prefers to write a separate letter, he/she **must also fill out the front page of CUI form** and attach it to the letter.
ii. Your references have the option to send the letters directly to the admission office **or** send them to you in a sealed envelope.
iii. **Electronic/Email references guidelines:**
    1. Scan/Fax a copy of CUI Letter of Recommendation (LOR) form to your reference(s) with your information completed.
    2. Reference(s) can either fax or email the letter as **a PDF or Word** attachment **directly to nursing@cui.edu** with subject line "Letter of Recommendation ABSN [term of application] for [your full name as listed on your application]". ***Reference(s) received without proper document format and/or subject line may not be accepted.***
    3. **Forwarded LOR will not be accepted**. i.e. your references may CC you on the email if they prefer, but they may not send LOR to you first and then you forward to nursing@cui.edu.

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6. **Official College Transcripts**
    a. Signed/sealed official hard copies **or** official e-transcripts delivered directly to CUI.
        - Send e-transcripts to either nursing@cui.edu **or** **Graduate Admissions** (gradadmissions@cui.edu)
    b. You must provide official transcripts from **each and every** college/university attended (even if you only took 1 (one) class from that school).
    c. College transcripts must be in signed and sealed envelopes. **However, they do not have to be mailed in directly from your colleges/universities. Signed and sealed transcripts addressed to you will be consider "Official."**
    d. If you graduated from a university outside of the US, foreign transcripts must be evaluated by IERF (detail evaluation) – http://www.ierf.org. Evaluated transcripts from any other agencies **will not be accepted** (exception: limited WES transcripts will be accepted with admission counselor's approval). The Admission Office does not need your official foreign transcript. A signed and sealed IERF transcript is sufficient.
    e. ***If your degree is not posted by the application deadline***, you are required to complete these additional steps:
        - Provide official transcripts from your college (even without degree posted).
        - 2 (two) additional letters* to be included in your application packet
            - They need to come from your **academic advisor** and **registrar/enrollment office**. Both letters:
                - Must include verification that you filed for graduation and are ready to graduate once grades are posted.
                - Must be in signed and sealed envelope.
        - **Provide final official transcripts with degree posted as soon as available**.

    * ***CUI Undergraduate students only***: A letter from the Registrar Office is sufficient.

NOTICE: CUI Main Campus and Park Place Campus are currently closed due to COVID-19, until further notice. Mailing and electronic delivery methods (PDF forms to nursing@cui.edu) will be preferred.

Physical transcripts (when e-transcripts are not available) and all application documents maybe send to the following address:

Office of Graduate Admissions

Attn: Nursing ABSN

1530 Concordia West

Irvine, CA 92612