



Application Procedure – SPRING 2024

Please read the following instructions carefully:

To be considered for the ABSN Spring 2024 admission, your **completed application packet must be received** by the admission office **or uploaded to your application portal** on or before **Monday, July 17, 2023 (July 15th is a Saturday)**.

Documents postmarked on/or uploaded after July 17th will be automatically disqualified. All incomplete files after the deadline passes will be canceled, 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 Summer 2024, you must email the admission office (absn@cu.edu) prior to **July 17, 2023**. 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. **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.**

3. Completed Pre-requisite Form

- a. 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).
- b. **If you are completing classes 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).
- c. Theology (6 units) requirements are non-transferable. These classes must be completed at Concordia University Irvine (CUI) **upon your confirmed acceptance.**



4. Completion of a minimum of 100 hours of qualifying patient care experiences

- a. Provide a copy of your license/certification (for CNA, LVN, EMT, Cert. Medical Assistant) **or**,
- b. Provide descriptions of your job/volunteer responsibilities **and** verification of hour letter signed by a supervisor (for all other medical-related experiences).

5. Background Check Waiver Form

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

6. 2 (two) Professional and/or Academic Letters of Recommendation – Online **or PDF**

- Recommendations from family members and/or friends are not acceptable.

A. Online Format

- i. Provide your reference(s) with CUI online reference link **or**
- ii. Provide an email address for each of your references when you fill out your online application (*an automated request email will be sent to your references*)
- iii. **It is your responsibility – as applicants – to follow up with your references to make sure the admissions office receives both letters by the deadline.**

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 the 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 the 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** attachment **directly to nursing@cui.edu** with the 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 LORs 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 it to nursing@cui.edu.



7. Official College Transcripts

- a. Signed/sealed official hard copies **or** official e-transcripts delivered directly to CUI.
 - Send e-transcripts to either nursing@cu.edu (*preferred*) **or** **Graduate Admissions** (gradadmissions@cu.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 considered "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 the 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 a 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 a signed and sealed envelope.
 - **Provide final official transcripts with degree posted as soon as available.**
- * ***CUI Undergraduate students only***: A letter from the the Registrar Office is sufficient.

NOTICE: Application packets must be either **mailed** to the address listed below, **uploaded** to your application portal, **or** electronically submitted via **email**. We **will not** accept documents that are **dropped off** at either the main campus or the Park Place campus.

Mailing Address:

Office of Graduate Admissions

Attn: Nursing ABSN

1530 Concordia West

Irvine, CA 92612

Electronic address:

Attached PDF documents to nursing@cu.edu

Subject line:

"SP24 application_ [Full Name]"