CONCORDIA
UNIVERSITY
IRVINE

ABSN Application Procedure

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. You are allowed to have a maximum of 3 (three) classes in-progress. You must provide proof of enrollment for in-progress classes (i.e. payment receipt and/or unofficial transcripts).
   b. All prerequisites classes must be completed by:

      - Spring term: January 1st of the intended term (ie. January 1, 2024 for Spring 2024)

      - Summer term: May 1st of the intended term (ie. May 1, 2024 for Summer 2024)

      - Fall term: August 1st of the intended term (ie. August 1, 2024 for Fall 2024)

   c. **If you are completing classes very close to the deadline listed above**, provide either unofficial transcripts **OR** **a signed and sealed** letter from your professor, verifying your progress report and/or current grade(s).

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 (a*n 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@cui.edu *(preferred)* **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).
        ● NOTE: First-degree ABSN applicant *only* – official HS transcript is required.
    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. <mark>*If your degree is not posted at the time of application*</mark>, 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.

If you have already **submitted** your online application **and** you need to defer your application to the next term, you **must** email the admission office (absn@cui.edu) to request the deferment.

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 Turtle Rock or the Spectrum campus.

Mailing Address:

Office of Graduate Admissions

Attn: Nursing ABSN

1530 Concordia West

Irvine, CA 92612

Electronic address:

Attached PDF documents to **nursing@cui.edu**

Subject line:

"[Term] application_ [Full Name]"

Example: "Summer 2024 application_Marty Eagle"