Students interested in transferring to the NDSU Nursing at Sanford Health program in Bismarck, should refer to the following information. Early planning is encouraged to assist with a smooth transition. Students are encouraged to contact the Nursing department early to discuss course selection and program requirements.

**Admission Information**

To apply to the professional program, an application must be submitted online by **April 20th** (for fall admission) or by **September 20th** (for spring admission) with additional application materials submitted to the Department of Nursing. Students applying to the nursing major must be admitted to NDSU.

**INSTRUCTIONS FOR TRANSFER ADMISSION TO NDSU**

- Complete and submit the Application for Undergraduate Admission and submit the $35 application fee. Apply online at [www.ndsu.edu/admission](http://www.ndsu.edu/admission).

- Request official college transcript(s) from all colleges you have attended. To be considered official, transcripts must be sent directly to the Office of Admission from each issuing institution. NDSU does not accept faxed transcripts. *Transfer students may not disregard any part of their previous college record. Failure to report all college and university enrollment may result in dismissal, loss of credit or both. If you have attempted/completed college-level course work at an institution outside the United States, your transcripts must also be submitted to an approved evaluation service for a course-by-course evaluation. Additional details will be provided at the time of application.*

- Request your official high school transcript (if applicable) If you have completed fewer than 60 total college credits, request your high school to send your final high school transcript which includes your graduation date. GED test results may be used to fulfill this requirement.

- Submit your ACT or SAT scores (if applicable) If you have completed fewer than 24 transferrable credits, submit your ACT/SAT results. The ACT writing test is not required. *Students who are 25 years of age or older are not required to submit test scores.*

All application materials should be submitted directly to the Office of Admission, NDSU Dept. 5230, PO Box 6050, Fargo, ND 58108-6050. Students can expect an admission decision within 2-3 weeks of the receipt of all required materials.

**NOTE:** Admission to NDSU does not guarantee admission to the Nursing program.

For further information about transfer admission to NDSU, contact: Office of Admission, 701-231-7978, adam.lundquist@ndsu.edu
INSTRUCTIONS FOR APPLICATION TO THE NURSING MAJOR

- Application to the NDSU nursing program is accepted only from a student who has been admitted to NDSU and is a pre-nursing student. Students not previously enrolled at NDSU must apply both to NDSU (with a NDSU Application for Admission) and to the professional major (with the Supplemental Nursing Application form).

- Applications for the Nursing Major can be downloaded from the Nursing website. Applications are then submitted online through directions on the nursing website. A receipt of submission will be received once the application is submitted.

- Current official transcripts from all schools attended during and after high school must be on file in the Office of Registration & Records.

- Two references are required. Students may use the same references from application submitted in May 2014. Provide the Reference Form to the person you are asking to complete a reference. It is appropriate to include a stamped envelope, addressed to the address given below, with the Reference Form. Please have reference sign the seal of the envelope.

- Completion of the Certified Background Check. If completed in May 2014, this does not need to be repeated. See instructions on the website. Results are received by the Nursing Department – you do not need to contact us once completed.

- All application materials must be postmarked by the nursing department SEPTEMBER 20. It is the applicant’s responsibility to verify that all application materials have been received by the nursing office by the deadline.

- Applicants can withdraw application from consideration at any time prior to SEPTEMBER 20. Please contact the Nursing Department to withdraw an application that has been uploaded.

- Current students are encouraged to use the NDSU Writing Center and the NDSU Career Center for assistance with the resume and personal statement. The Pre-Nursing Advisor and Faculty will not review resume and essays prior to submission.

- Please preview application prior to submission to ensure instructions have been followed.

- All application materials for NDSU Nursing at Fargo or Sanford Health in Bismarck will be sent to the Fargo Department of Nursing.

For further information about admission to NDSU Nursing at Sanford-Bismarck, contact: Mary Smith, Director, Student Services, 701-224-3800, mary.j.smith@ndsu.edu.
**Financial Aid Information**

If you wish to apply for financial aid, visit [www.fafsa.gov](http://www.fafsa.gov) to complete the Free Application for Federal Student Aid. Submit the application by April 1 to meet NDSU’s priority deadline date of April 15 (or eight weeks prior to the start of the term for spring and summer terms). Be sure to list NDSU’s federal school code of **002997**.

If you have completed the FAFSA for financial aid consideration at another school for the current academic year, you will need to have your information sent to NDSU. Go to [www.fafsa.gov](http://www.fafsa.gov) and add NDSU’s school code **002997** in the first spot. Or, make the request by calling the federal processor at 1-800-433-3243.

**INSTRUCTIONS FOR ADMITTED STUDENTS**

- **Claim your system ID**
  Claim your system ID at [http://www.ndsu.edu/its/new-student/](http://www.ndsu.edu/its/new-student/). Your system ID allows you access to Campus Connection, the system that students use to view and accept financial aid awards, register for classes, view account balances and much more. Questions should be directed to the North Dakota University System Help Desk at (866) 457-6387 or ndsu.helpdesk@ndsu.edu.

- **Activate your electronic ID**
  Activate your electronic ID at [http://www.ndsu.edu/its/new-student/](http://www.ndsu.edu/its/new-student/). Your electronic ID allows you access to your NDSU email account address, campus computer clusters and Blackboard. Questions should be directed to the NDSU IT Help Desk at (701) 231-8685 (option 1) or ndsu.helpdesk@ndsu.edu.

- **View online orientation**
  Log into Blackboard and find My Courses on the primary Home tab. Listed under My Courses is the Online Orientation.

- **Attend orientation on Bismarck campus**
  Orientation information will be sent from the Bismarck campus. Orientation itself will take place the Monday before the start of each semester (Fall and Spring).

- **Students with disabilities should contact Disability Services**
  Call (701) 231-8463 to discuss criteria and procedures for opening a file. Students will need to provide disability documentation from a qualifying professional that includes functional limitations.

- **Immunization record**
  Send your immunization form (you should have received one with your admission letter) to Student Health Service, Dept. 5150, PO Box 6050, Fargo, ND 58108. If you need another copy of the form, you may access it online at [www.ndsu.edu/studenthealthservice/immunizations](http://www.ndsu.edu/studenthealthservice/immunizations). The State Board of Higher Education requires that students born after 12/31/56 have two doses of
measles, mumps and rubella vaccine. Questions should be directed to Student Health Service at (701) 231-7331.

- **Monitor your transfer coursework**
  Log into Campus Connection via your Advisement Report and/or Transfer Credit Report. Log on to Campus Connection > Student Center > My Academics > View my advisement report or View my transfer credit report. Questions should be directed to Registration and Records at (701) 231-7981 or ndsu.registration.records@ndsu.edu.

- **Contact your academic advisor for assistance in course selection**
  Advisor assignments are located on Campus Connection in the lower right information box of your Student Center page.

- **Register for classes in Campus Connection**
  Helpful instructions and videos are available at www.ndsu.edu/registrar/registration

- **Collaborative registration with Bismarck State College (if applicable)**
  Fill out the Collaborative Course Request (BSC Nursing via NDSU) form found on the Registration and Records Forms page. Forms should be submitted to the Student Services Office on the NDSU Bismarck campus.

- **Pick up Bison Card**
  After taking your photo with Sanford Human Resources, your Bison Card will be available with the Student Services Office on the Bismarck campus.

- **Complete Entrance Loan Counseling**
  If you will be a first-time borrower of a Perkins loan, you must complete the Perkins Entrance Loan Counseling at www.mappingyourfuture.org
  If you will be a first-time borrower of a federal Direct loan, you must complete the federal Direct Entrance Loan Counseling at www.studentloans.gov

- **Purchase Textbooks**
  Students who order and pay for their textbooks through the NDSU Bookstore prior to the announced deadline will have their textbooks shipped to their home address listed in Campus Connection. Follow instructions at www.ndsubookstore.com for further details.

- **Parking permit**
  Parking permits are distributed at orientation at no additional charge for designated lots near the Nursing building on the NDSU Bismarck campus.

- **Check your NDSU email account regularly**
  Important messages from NDSU administrative offices will be sent to your NDSU email account. Instructions for accessing your NDSU email are found at http://www.ndsu.edu/its/new-student/ Questions should be directed to the NDSU IT Help Desk at (701) 231-8685 (option 1) or ndsu.helpdesk@ndsu.edu.
- **Check Campus Connection for any Holds or To Do List items**
  Log on to Campus Connection > Student Center > Holds or To Do List. Questions should be directed to Registration and Records at (701) 231-7981 or ndsu.registration.records@ndsu.edu.

- **Military Benefits**
  If you will be using military benefits, questions should be directed to Military and Veterans Services at (701) 231-7985 or ndsu.veterans@ndsu.edu.