

2025 Pre-licensure BSN Track Application Instructions

USE THESE INSTRUCTIONS AS A CHECKLIST

The applicant is responsible for ensuring all parts of the application are completed and received by the application deadlines.

- ♦ **Fargo site:** April 20 for both the fall and spring program admission
- ♦ **Bismarck site:** Applications are accepted on a rolling basis. However, preference is given to those who apply by **April 20 for fall admission**, and **October 20** for spring admission.

Note to applicants who are NOT current NDSU students.

- ♦ Please apply to NDSU at this link: www.ndsu.edu/admission/how_to_apply/application_process
- ♦ You must be admitted as a **pre-nursing major** in order to apply.
**You will need your NDSU Student ID number

Note to ALL STUDENTS

Transcripts

1. Make sure ALL transcripts from other schools you have attended have been received by NDSU. (We have your NDSU transcripts)
2. DO NOT send your transcripts to the School of Nursing office.
3. If you are taking classes in the current spring semester at another school (other than NDSU), you will need to have new transcripts and grades sent to the NDSU Admission Office as soon as grades are posted.
4. **Students applying to the Fargo site MUST let your academic advisor know you are taking classes at another college/university/community or tech school.**

PLEASE READ ALL INSTRUCTIONS BEFORE STARTING THE APPLICATION

ONLINE APPLICATION

Complete the following areas:

Contact Information:

1. Name
2. EMAIL address: **You are strongly encouraged to use your current NDUS email address (NDSU, BSC, etc.). WRITE DOWN what email address you use.**
3. Put a check mark in the box to indicate you understand the information and have completed the tasks below:
 - ☐ Email will be the PRIMARY MODE OF COMMUNICATION regarding your application status. ***You are responsible for checking your email on a regular basis. Check your spam/junk folder.***
 - ☐ Make sure the email address is correct (spelling, etc.) - **DOUBLE-CHECK**
 - ☐ If a copy of the completed application is not received via the email address you provided, **please check the junk/spam folder, then contact the School of Nursing (SON) at**

ndsu.nursing@ndsu.edu. This likely means you entered your email address incorrectly.

4. Address: **Please use your permanent or home address.** This should be the address on your driver's license.

5. NDUS ID number

Site Selection

1. Application information is reviewed by the NDSU School of Nursing, which includes both the FARGO and BISMARCK sites.

- ☐ Select the PREFERRED site (please check which is your preferred site):
 - ☐ Fargo
 - ☐ Bismarck.
- ☐ For more information about the NDSU Nursing sites, please go to:
www.ndsu.edu/nursing/about/.
- ☐ For those who select the FARGO preference site:
 - ☐ Select the preferred SEMESTER to start the professional program (check which one you chose as your preference):
 - ☐ **Fall 2025**
 - ☐ **Spring 2026**

* Students not selected for their preferred site will be considered for admission to the other site.

Colleges/Universities Attended (check off once completed)

- ☐ List all colleges/universities/trade or technical schools you have attended.
- ☐ List them in order, starting with the most recent school first and listing them backwards according to attendance (including NDSU).
- ☐ INCLUDE PSEO, CIS, dual credit, and transfer information.

Application Capacity Fee

You will be required to pay a **\$50.00 capacity fee** via QUICK PAY.

- ☐ Please use the QUICKPAY link to pay this fee for your PREFERRED SITE (the site you checked above)
- ☐ **CREATE an ACCOUNT & WRITE DOWN your username/email and password**
 - ☐ After making your payment - **take a screenshot showing your payment went through and to keep for your records.**
 - ☐ The link to QuickPay will also be on the nursing website.
- ☐ You can use **credit, debit or checking account information**

QuickPay Links (use the link for your PREFERRED site)

- ☐ **FARGO:**
https://quikpayasp.com/ndus/ndsu/commerce_manager/payer.do?orderType=NDSU_Pre_Fargo
- ☐ **BISMARCK:**
https://quikpayasp.com/ndus/ndsu/commerce_manager/payer.do?orderType=NDS

U Pre Bismarck

- You will receive an email receipt once your application is submitted.
- Check your email to make sure you receive it.
- Be sure to check your JUNK/SPAM folders.

ADDITIONAL APPLICATION REQUIREMENTS

Video Questions

1. Students will use **FLIP VIDEO in Microsoft Teams** to answer **2 questions** posed by the committee.
2. The questions will not be available ahead of time.
3. Refer to **important dates** listed on the last page for additional information.

Kaplan Nursing Admission Test (KNAT)

1. Students will complete the Kaplan Nursing Admission Test
 - ◇ **Dates and times for Fargo and Bismarck sites are listed in the IMPORTANT DATES section on the last page.**
2. Applicants may consider purchasing the study guide: Kaplan Nursing School Entrance Exam (available through Amazon or other book retailers). This is not expected or required.
3. **You must create an account on the Kaplan website to pay the \$50 EXAM FEE**
 - ☐ **WRITE DOWN your username/email and password.** You will need it on exam day.
 - ☐ Take a screenshot that your payment says went through and keep it for your records.
4. **You must create an account with MEASURE LEARNING (PROCTOR U) to pay the (approximate) \$30 PROCTOR FEE**
 - ☐ **WRITE DOWN your username/email and password.** You will need it on exam day!
 - ☐ Take a screenshot that your payment says went through and keep it for your records.
 - ☐ **If you have poor internet connection wherever you plan to take your online exam, it is important to possibly use a WIRED connection instead of wireless, so you do not get kicked off the internet during your exam.**
 - You will receive an email receipt once your application is submitted.
 - Check your email to make sure you receive it.
 - Be sure to check your JUNK/SPAM folders.

IMPORTANT DATES - FARGO SITE

April 26, 2025:

- Virtual question responses via **Flip in Microsoft Teams**.
- Time 0730-0900

May 14 - May 28, 2025:

- **Kaplan Nursing Admissions Test** - *Highly recommended you do **not** schedule on the **last testing day** in order to give yourself some cushion in case of technical issues.*
- The proctoring will be completed via **Meazure Learning (PROCTOR U)**, which is an online proctor.
- Additional information will be sent after the application closes.

IMPORTANT DATES - BISMARCK SITE

- **Video question responses via Flip in Microsoft Teams**
 - You will be notified by email regarding how to register for **Flip video** day and time.
- **Kaplan Nursing Admissions Test**
 - ◇ You will be notified by email regarding how to register for an exam day and time.

SUMMARY OF APPLICATION COSTS

1. Application and Capacity fee	\$50.00
2. Kaplan Testing fee and Proctor fee	\$80.00
3. Certified background check	<u>\$55.75</u>
◇ Only paid if offered and accepted admission to the professional program	\$185.75

A link to the application will be available on the following website:

www.ndsu.edu/nursing/degrees/pre_licensure_bsn_track/standard_admission/application/

****Once you begin the application, you may return to it, using the same computer.**