



APPLICATION CHECKLIST

RN TO BSN

Before applying, please check the minimum requirements for this program. Applicants who do not meet the minimum eligibility requirements will not be admitted.

Please review the lists below to ensure that all required documents are submitted. The items in the top section are items to submit with the application which can be mailed or dropped off during regular business hours. The items in the bottom section should be mailed (not faxed) by the individuals or organizations submitting the documents and should be mailed directly to:

Admissions Office
2001 William Street
Cape Girardeau, MO 63703

Applicant should submit:

- Fully completed Application Form
- \$100 Application Fee (non-refundable after 3 business days)
- Copy of valid photo identification (driver's license, state/federal ID, US passport)
- Medical History Form
- Immunization Records or titers (may be included with high school transcripts)
- Copy of RN license
- Background Check Form (only complete the highlighted sections)
(The fees for the background checks are included in the application fee.)

Individuals or organizations sending these items should mail them directly to College:

- Official High School or high school equivalency transcript
- Official transcripts from all colleges, universities, and vocational schools

**All items listed above must be received before the application will be reviewed.
It is the applicant's responsibility to make sure items are received.**

A week or two after submitting your application you will receive an email with instructions on how to access our database to view the missing checklist items and the current status of your application.