

My BSN Application Cycle Start _____ and End Date: _____

COMPLETION OF THIS CHECKLIST DOES NOT GUARANTEE ADMISSION TO THE NURSING PROGRAM

Step 1: APPLY or REAPPLY TO UTRGV and Submit Official Transcripts:

_____ I have applied or reapplied to UTRGV via applytexas.org. If you are a current UTRGV student in your last semester and will be graduating, reapply before completing your last term after completing your A Application for Graduation.

Currently enrolled first degree seeking who are not graduating with a bachelor's degree before applying to the UTRGV School of Nursing, do not need to apply or reapply (your major will be changed if accepted to the BSN Generic Program)

- Steps to apply are here: www.utrgv.edu/admissions/apply/
- If you have questions, contact Admissions: www.utrgv.edu/undergraduate-admissions/contact-us/

_____ I understand that I cannot be admitted to the School of Nursing without applying and being accepted to UTRGV first and being accepted by UTRGV if required, as noted above.

OFFICIAL TRANSCRIPT REQUIREMENTS:

_____ I have submitted **all** my official college and/or university transcripts where I **originally** earned any of my required BSN prerequisites and core (63 hrs.) to UTRGV Admissions Office for evaluation. Transcripts with "transfer credit" notations **cannot** be evaluated by UTRGV for credit. Official transcripts must be submitted to Undergraduate Admissions and evaluated to determine your eligibility for the BSN program. www.utrgv.edu/undergraduate-admissions

_____ I am applying to the **2nd degree BSN program** and understand that I must also order Official Transcripts for **every** college and/or university I attended, including UTRGV to be sent to NursingCAS. This is for 2nd degree BSN applicants only. 2nd Degree BSN applications in NursingCAS are receive the **VERIFIED status by NursingCAS**, which indicates they received all your Official Transcripts and verified your transcript entries. Verified status must be obtained soon after the cycle closing and before UAPG meets to make admission decisions. Applicants are responsible for ensuring their applications are complete and checking with NursingCAS to ensure a **VERIFIED** status is received.

This step does not apply to the Generic BSN applicants.

_____ I understand that acceptance and admission to the BSN Generic program or 2nd degree BSN program **cannot** be determined unless my Official Transcripts for each institution where I earned the required BSN prerequisites and core courses are ordered to be sent to UTRGV Undergraduate Admissions and that they **must be ordered from previous institutions before the application cycle closes so they can be officially evaluated.**

Applicants must ensure that their Official Transcripts are received by UTRGV Undergraduate Admissions.

_____ I have signed in to UTRGV to see my Transcript and all my expected credits to meet the BSN required courses are reflected (click Assist, then click “Student Profile” and then click “Academic Record”. If available, you may also review “Degree Works” and “what if”)

- *2nd degree applicants may not have credits reflected on DegreeWorks if you did not previously attend UTRGV. DegreeWorks will have your course information if you are accepted to the nursing program.*

Step 2: APPLY TO THE SCHOOL OF NURSING:

Generic Applicants utilize TK20 (please note that this may change to NursingCAS in November 2025)
2nd Degree BSN Applicants utilize NursingCAS

_____ I have completed the School of Nursing Application and clicked SUBMIT.

- *If you do not click submit, you will not be considered as an applicant.*
- *Applications must include all and valid HESI score documents, **including Critical Thinking** which is on a separate score sheet.*
- *Applicants must ensure all Official Transcripts for all institutions **where you earned** any of the 63 hours in the required prerequisites have been sent to UTRGV Undergraduate Admissions*
- *2nd Degree Applicant must ensure that all Official Transcripts for all institutions you attended are ordered and sent to NursingCAS, including your UTRGV transcript, if applicable.*
- **READ HESI FAQs and HESI Requirements.**

_____ **VERY IMPORTANT:** I completed my TBON Release/Declaratory Order information Acknowledgment.
Generic Students must upload to TK20 with Social Security Number.

_____ **2nd degree BSN applicants will complete acknowledgment on NursingCAS and ensure that you have included your Social Security Number on your NursingCAS profile section of your Application.**

STEP 3: VERIFY YOU HAVE THE REQUIRED COURSES BY CHECKING DEGREEWORKS, YOUR TRANSCRIPTS, and “ACADEMIC RECORD”

_____ I completed all the following required application criteria courses with a minimum grade of C:

All the following courses must be completed before the application cycle closes. These are the application eligibility courses. If you have any progress while the application cycle is open, they must be completed before the application cycle closes.* A courtesy secondary review may be provided before the UAPG meets to make decisions if they are not (see below for further details).	Grade (Min. Grade of C)
GPA For Science Courses – is 40% of your Rank Score for your School of Nursing Application	
BIOL 2401 Anatomy and Physiology I	
BIOL 2402 Anatomy and Physiology II	
CHEM 1311 General Chemistry	
CHEM 1111 General Chemistry Lab	
CLSC 2429 Clinical Microbiology	
GPA for Strategic Courses is 20% of your Rank Score for your School of Nursing Application	
Math 1342 Elementary Statistical Methods or 1343 Introduction to Biostatistics	
PSYC 2301 General Psychology	
PSYC 2314 Psychology of Lifespan	
SOCI 1301 or ANTH 2351 Introduction to Sociology	
Your application will be incomplete and not ranked if the above required application criteria courses are not completed before the cycle closes. See below for a courtesy review of your unofficial transcript if the course(s) is in in-progress but will be completed before the committee meets to make acceptance decisions. These courses may not be completed while in the program.	

_____ I understand that the application criteria courses above should not be in progress after the cycle closes. If they are completed after the cycle closes and the selection committee has not met to make selections, a courtesy secondary review may be provided, but this is not guaranteed.

_____ I have reviewed the 63 BSN credits that need to be completed for admission the 2nd degree or Generic BSN Roadmap. <https://www.utrgv.edu/advising/one-stop-shop/know-your-roadmap-to-graduation/index.htm#n>

_____ I understand that I must have a minimum cumulative GPA requirement of 3.0 for all required BSN Courses (63 hours) to be admitted to the program.

_____ I have completed all required BSN prerequisites and core (63 hours) with a C or higher, or will complete the admission criteria courses by admission to the program (start the program), including HRPT2303 Medical Terminology and NUTR2351.

_____ For any course in progress that is completed after submitting your application: I have submitted an unofficial transcript to utrgvschoolofnursing@utrgv.edu and a copy to sandra.ortega02@utrgv.edu reflecting a course(s) I completed that was in progress when I applied. This is very important to provide

this proof of completion before the committee meets to make acceptance decisions. The committee meets approximately two weeks before the decision letters go out (dates are announced on the website and are subject to change). Also, submit your Official Transcript to UTRGV Undergraduate Admissions.

_____ 2nd degree Applicants only: I have or will complete an Academic Update in NursingCAS once courses in progress are completed after my application submission date. This is optional after the BSN selections have been made, but if the cycle is still open and you have submitted Official Transcripts, you must complete an Academic Update in NursingCAS.

_____ I have or will order and submit all Official Transcripts for any courses in progress to UTRGV Undergraduate Admissions as soon as they are complete.

STEP 4: CHECK MY HESI REQUIREMENTS: *(plan accordingly to take your HESI Exam, seats fill up fast at the UTRGV Testing Center and you can only retest after 3 weeks). You may not submit HESI scores after the cycle closing date. You may want to take your HESI exam before the cycle opens to allow enough time to retest, if needed.*

_____ I made a minimum of 75 in each HESI component below and 750 for Critical Thinking:

HESI Exam: Your Total Cumulative Score is 20% of your Rank Score for your School of Nursing Application		
My HESI Cumulative Score is _____		
My Second Attempt HESI Cumulative Score is _____ (all components, except Critical Thinking must be taken or retaken in one sitting to get a new Cumulative score).		
Critical Thinking score is not part of your Cumulative score, but is required.		
Components 75 Minimum Score	1st attempt HESI Score	2nd Attempt HESI Score (if taken)
Grammar		
Reading		
Vocabulary		
A & P		
Math		
Critical Thinking 750 Minimum Score Critical Thinking Score is 20% of your Rank Score _____		
<u>Review BSN Admission Criteria for further information</u>		

_____ I uploaded a copy of all my official HESI scores, including my Critical Thinking Score to my nursing application (you may not take HESI and submit those scores after the cycle closes). Your application will be incomplete if you have missing HESI scores, and it will not be ranked or considered.

- _____ My HESI scores were **not** expired (scores are only valid for one year from the date you took them until the date you upload them to your nursing application). **Your application will be incomplete and will not be considered if you submit invalid expired scores.**
- _____ I did not take my HESI exam or any section less than three weeks apart. I understand that any section or exam taken less than three weeks apart is not valid and will not be considered for admission.
- _____ I understand that I must take all components in each sitting if I wish to receive a new Cumulative HESI score (Critical Thinking does not need to be retaken to obtain a new HESI cumulative score unless you scored less than 750). We will take the highest valid cumulative score.
- _____ I understand that I can only take the HESI exam or any component twice in an academic year (September 1-August 31). A third exam in an academic year is marked invalid and not considered.
- _____ I understand that I may elect to retake and submit only HESI components for which I did not make the minimum score, but my first cumulative score will stand unless I take all components together in one sitting again (Critical Thinking does not need to be retaken for a new cumulative score unless you scored less than 750).
- _____ I read the [HESI Requirements and FAQs](#).
- _____ I followed instructions and completed all application requirements on my nursing application.
- _____ I am a 2nd degree BSN applicant and have also reviewed the NursingCAS checklist.
- _____ I am a 2nd degree BSN applicant and will check NursingCAS platform for any notifications from NursingCAS

NOTE: Applications will be marked **undelivered** in NursingCAS if an applicant did not order an official transcript from every institution they attended, did not correctly enter courses, etc.

Helpful Application Tips:

- Apply and submit your transcripts early. See [When and How to Apply](#).
- 2nd degree BSN Applicants may attend a virtual [NursingCAS Q & A Virtual Walk-in Sessions](#) if they have any questions regarding the NursingCAS application.
- For NursingCAS assistance, 2nd degree BSN applicants utilizing NursingCAS application services, review [How to Apply](#) and [the Application Help Center](#).
- Applicants will receive a courtesy Notification via their UTRGV email if their application has any deficiencies before the UAPG meets to make acceptance decisions. Be sure to review that Notification.

- 2nd degree NursingCAS applications will get notifications on the platform if there are pending NursingCAS issues that you need to resolve. If your application is returned and marked undelivered. Correct immediately with NursingCAS.
- Read the [HESI Requirements and FAQs](#)
- See [Testing Center HESI information and flyer](#) on their website. <https://www.utrgv.edu/p16/testing/computer-based-exams/index.htm>
- See [Demographics of Previously Accepted Applicants](#)

The BSN Applicant Checklist is subject to change. Check the SON website for the most current checklist.

Attend BSN Workshops (offered each fall and spring term)

[BSN Information Sessions](#)