

Nursing Application Checklist

This form must be completed in its entirety, signed, and included with the application.

Check each box when complete. If an item is not applicable place "N/A" in the checkbox.

An incomplete or missing checklist will result in your application not being accepted.

- Nursing Application **completely** filled out, **signed and dated**. Student ID #: _____
- I have a current SBCC college application on file. (If you attended in the past but not the most recent semester, you must reapply to the college; www.sbcc.edu/apply).
- Official college transcripts (in original sealed/unopened envelope) from **all colleges attended** other than Santa Barbara City College (*all courses taken for credit and no credit must be included even if not part of the major*). Two sets are required: one with the nursing application and one submitted directly to the Admissions Office. Exception: **IF** all of your transcripts have already been submitted and are in the transcript database, you are not required to submit them again. Your pipeline account will show which transcripts are in the transcript database.
- Degree posted on college transcripts.
- Official high school transcripts or GED (in original sealed/unopened envelope).
- Nursing program prerequisites completed with a grade of C or better (and grades included on transcripts).
- Course descriptions for prerequisite courses not completed at Santa Barbara City College. Course descriptions must come from the specific catalog year in which the course was taken.
- English prerequisite: For evaluation of English coursework not taken at SBCC, submit this [form to have English Coursework evaluated](#) along with course descriptions. [Instructions](#) for completion of form, if needed.
- If English prerequisite was met with an AP score of 3 or higher, AP Score report must be included.
- Documentation of paid work or volunteer hours in a healthcare setting of 200 hours or more, if applicable. (Documentation must be on company letterhead, and must describe your duties and hours worked.)
- Include official SBCC email address on your application, not your personal email. The official email address will end "@pipeline.sbcc.edu" and is assigned when you apply to SBCC. If you have not attended SBCC, you must apply to the college; www.sbcc.edu/apply.
No other email address will be accepted.
- Documentation of proficiency in a language other than English, if applicable. (See the Supporting Documentation Form on the SBCC Nursing webpage.)
- Documentation of life experiences and/or special circumstances, if applicable. (See the Supporting Documentation Form on the SBCC Nursing webpage.)
- Copy of CNA certificate or LVN license, or other, if applicable.
- Form DD 214 for all students applying for veteran/spouse of veteran eligibility.
- Results of ATI TEAS exam demonstrating minimum composite score of 62% (only this version, which is the most current, is accepted).
If taken at an ATI testing site other than SBCC; results must be sent directly from ATI to SBCC; we will NOT accept a copy from the student. If the TEAS is taken at SBCC, the results are obtained on the day of testing.
Note to students who take the test more than one time: SBCC accepts only the first TEAS test attempt.
- All applicable documents must be placed in a large envelope, with applicant's name written clearly on the outside.

Student Signature _____ Date _____