



MSN APPLICATION CHECKLIST

Use this checklist as a guide to finish your admissions file. You should plan on completing your file within **14 days** so use the recommended schedule below to build on your file accordingly.

<input type="checkbox"/>	Complete the MSN application online here: https://admissions.learntoday.info/Loyola.aspx
<input type="checkbox"/>	<p>Day 1 :</p> <p>Order all official transcripts: Order transcripts from ALL Colleges and Universities previously attended and notify your Program Manager after ordering. We need a transcript from every school you've attended including community colleges, credits transferred in, etc. Transcripts must be mailed to the following address:</p> <p style="text-align: center;">ATTN: Miranda Scotti Loyola University Processing Center 851 Trafalgar Court, Suite 420 Maitland, FL 32751</p> <p>Make sure this is the address used with all transcript requests. Transcripts that are sent to the main nursing office, which is sometimes listed in your college's transcript address system, may be lost.</p> <p>Pre-registration authorization form Fill out attached registration form and fax it back; upon admissions decision and assuming acceptance we will register you for the first class.</p> <p>Signature page form Sign the second line of the signature form which authorizes that you completed the online application honestly and accurately and fax it back into us.</p>
<input type="checkbox"/>	<p>Day 2</p> <p>Nursing license: Fax a copy of your <i>current, unrestricted RN license</i> to practice in the U.S.</p> <p>Request your Letters of Recommendation (3) Three references are required - Have three individuals fill out the recommendation forms provided by your Program Manager. Recommendations may come from an academic source, manager, supervisor, mentor, business partner, etc. It is highly recommended to give them a deadline to complete these (3-5 business days to send out and receive the provided form.)</p>
<input type="checkbox"/>	<p>STEP 2 – Documents in Your Control (<i>All forms should be faxed and/or e-mailed</i>)</p> <p>Begin by Day 3, complete by Day 7</p> <p>Goal statement: Submit via email a typed goal statement, approximately 300 words or more, double spaced, describing your career goals and interest in graduate education. If you would like feedback on your statement before submitting please contact your Program Manager.</p> <p style="text-align: center;">(Continued on Page 2)</p>



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<input type="checkbox"/>	Begin by Day 3, complete by Day 10 Interview Questions: Submit via email a typed response to the 6 questions provided by your program manager. These questions will be used by the admissions committee to get a better idea of who you are as they review your application file.
<input type="checkbox"/>	Day 7-10 Background check: Complete a <i>Background Check</i> online: http://www.certifiedbackground.com/ Enter the following code: LO22 There is a \$50 fee that must be paid online
<input type="checkbox"/>	Days 7 – 14 Follow up on Transcripts & Letters of reference: Make sure to call the school(s) you requested official transcripts from and confirm their shipment date and delivery address. Please inform your Program Manager when transcripts have been sent so we can assure their proper delivery add them to your application file. All Letters of Reference should be faxed and/or e-mailed in. Introducing our enrollment coordinator – Miranda Scotti You will be receiving consistent updates not only from your Program Manager but from Miranda Scotti as well. She is our Enrollment Coordinator and checks all of your documents into your admissions file. Her e-mail address is miscotti@loyno.edu .

All documents must be sent to the following:

Attn: Miranda Scotti
Loyola University Processing Center
851 Trafalgar Court, Suite 420
Maitland, FL 32751

Fax: (866)789-5607
Email: Miscotti@loyno.edu

NOTE: It is important to complete the application steps as quickly as possible to assure a quick admissions decision. If any circumstances may prevent you from completing the admissions process in timely fashion please alert your Program Manager. Our toll-free number is 866-789-9809