

TRANSFER CANDIDATE CHECKLIST

- _____ Apply to Northwest Florida State College
 - Application to the College is free and can be accomplished online:
 1. Go to www.nwfsc.edu
 2. Click on "Admissions" on the menu bar on the left side of the screen
 3. Click on "Admissions Home Page" and then "Apply Online"

- _____ Request official copies of transcripts to be sent to the College
 - High school and all college work included
 - Transcripts must be sent directly to the College; you may not hand-deliver them
 - Minimum eligibility requirements:** Overall college GPA of 2.0
GPA in current/previous nursing program of 2.0

- _____ Write a letter (typewritten & signed) addressed to Mrs. Charlotte Kuss, Director of Nursing
 - Explain why you are requesting transfer. If you were unsuccessful in your current/previous program, explain why you think that was the case and why you think you will be successful in our program.

- _____ If you are ELIGIBLE to return to your current/previous program, request a letter from the dean or director of that program addressed to Mrs. Charlotte Kuss, Director of Nursing, stating that you are in good standing at that college and are eligible to return to that program. This must be on official letterhead and signed by the dean or director.

- _____ If you are INELIGIBLE to return to your previous program, request a letter a letter of reference (on official letterhead and signed) from TWO different instructors in that program addressed to Mrs. Charlotte Kuss, Director of Nursing.

- _____ Schedule a time to take the Skills Validation exam
 - This is a psychomotor exam testing the skills to level that you are requesting transfer.
 - You will be given a list of critical steps that you will be expected to perform in this exam.
 - You **MUST** pass this exam to continue the process as a transfer candidate.

- _____ Schedule a time to take the Evolve Reach (HESI) exam
 - For candidates seeking admission into **Nursing Process II (need Maternal Nursing)**:
 - Fundamentals exam (score at least 900 to get the point on the rating scale)
 - For candidates seeking admission into **Nursing Process III (passed Maternal Nursing)**:
 - Mid-Curricular exam (score at least 900 to get the point on the rating scale)

- _____ Take the Dosage Calculation exam and reach the benchmark of 90% to get the point on the rating scale

- _____ Submit or complete skills checklist