

**LEHMAN COLLEGE
DEPARTMENT OF NURSING**

APPLYING FOR ADMISSION-BACCALAUREATE PROGRAM IN NURSING (GENERIC)
Applicants are responsible for reading this entire document before submitting an application.

INSTRUCTIONS

A. Eligibility and Requirements

1. **DO NOT SUBMIT AN APPLICATION TO THE NURSING PROGRAM UNLESS YOU HAVE BEEN ADMITTED TO THE COLLEGE.** Students will not be considered for admission to the nursing program until they have been admitted to Lehman College by March 15th. **If you submit an application and it is determined that you have not been admitted to Lehman College, your application will be discarded.**
2. **Completion of 60 college credits by the end of the current Spring semester (May).** If you will not have 60 college credits by then, you cannot apply to the Nursing Program at this time.
3. **Completion of all pre-requisite courses by the end of the current Spring semester (May).** Applicants are allowed to submit a nursing application while in the process of completing prerequisites. However, those applicants who have completed all eligibility and requirements by the March 15th deadline will be evaluated first.
 - It is the applicant's sole responsibility to resolve any outstanding course work with their instructor that may result in an incomplete (INC) or grade change in order to meet the June 1st deadline. The Nursing Department will not be held liable for delayed grades for any reason.
 - Applicants who withdraw from a Spring prerequisite course for any reason will not be evaluated during the current nursing application period and will have to reapply the following year.
4. **Minimum Grade Point of C (73) or better** is required in each of the pre-requisite science courses, and a **MINIMUM CUMULATIVE INDEX OF 2.75 or greater** in these courses, or their equivalents, is required to submit an application for admission to the generic program. **NOTE: Although courses can be repeated in accordance with college policy, for consideration in determining admission to the Nursing Program the first grade earned will be used to determine eligibility.** Do not submit a nursing application if you do not meet the minimum.
5. **Completion of all general education requirements** (Academic Advisement Office, Shuster Hall, Rm 280) of Lehman College prior to admission to the nursing program (not needed if you are a second degree student or have received an Associate degree from a CUNY Community College). Students should have taken and passed the CUNY Proficiency Exam (CPE) (not needed if you have already earned a Bachelor's degree).
6. **Complete the attached application for admission** to the Nursing Program in September and submit it with all required documents by March 15th to be considered. You must list all education attained after high school, including the number of credits earned, major, dates of attendance and degree earned.
7. **Official Transcripts** must be sent to the Department of Nursing directly from each educational institution attended since high school by March 15th. (These are in addition to the transcripts submitted to Lehman College, CUNY, Admissions. Do not ask Lehman's Admissions Office to send a copy of the transcript(s) from their files to the Nursing Department—it will not be accepted.).
 - **Sealed Official Transcripts** released by educational institutions to students to hand carry must be attached to the nursing application.
 - **Transcripts for foreign degree/credits earned:** Lehman College students can request Academic Advisement to send a copy of the transcript to the Nursing Department.
 - Students taking pre-requisite courses at another institution during the current spring must submit those transcripts with grades by June 1st before the application is processed.
8. **Transcript Evaluation Form.** Transfer students must attach a copy of this form in addition to college transcripts. The evaluation form can be obtained from the Transfer Credit Evaluation office in Shuster 152. Prerequisite science

courses (BIO and CHE) are evaluated by the Biology and Chemistry Departments respectively.

9. **National League for Nursing (NLN) Pre-RN Exam.** All applicants must take this exam and submit scores to the Nursing Department by March 15th.
- Applicants who take the NLN exam at Lehman College do not have to submit their scores.
 - NLN scores for exams taken offsite at another location during the current spring semester must be received in the Nursing Department by May 1st.
 - NLN scores will be accepted for exams taken within the last 18 months and must be received by March 15th.
 - Applicants must wait six (6) months before retaking the **Pre-RN Exam**. Nursing applications will be rejected if it is determined that an applicant has taken this exam more than once within a six (6) month period.

10. **Proof of Legal Status in the United States - There is no exception to this policy.**
The City University of New York has instituted the following requirement: Beginning in the Fall 2009 semester, all CUNY nursing departments will require applicants for admission into nursing programs to provide documentation in one of the following categories:

Legal Status Category	Acceptable Documents
a. U.S. Citizenship	U. S. Passport, Birth Certificate, Certificate of Naturalization
b. Permanent Residency	USCIS Green Card
c. International student with F1 Status	I-20
d. Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, or Deferred Action Status by the U.S. government.	I-94 with passport from country of origin

You must bring the original and one copy of the document(s) that prove your legal status with your completed nursing application and any other documents that is required to be submitted to the Nursing Department by March 15th.

Students with immigration issues who are interested in nursing are encouraged to contact **The CUNY Citizenship & Immigration Project** or appropriate U. S. government agency for assistance. **The CUNY Citizenship & Immigration Project** provides free immigration law services and citizenship assistance at nine New York City centers. All services are free and open to the public. Go to <http://web.cuny.edu/about/citizenship.html>.

B. Applying to the Nursing Program

Applying to the Nursing Program is a self-managed process. This means that you are responsible for meeting all program eligibility and application requirements, and submitting your nursing application as a complete package with all required documents and official transcripts by March 15th 2009. Make and retain copies of your application materials.

DEADLINE: Nursing applications and all required documents must be submitted in person to the Nursing Department, Building T-3, Room 201 by March 15, 2009. Applications will be accepted during the following times only: Tuesdays 9:30 am – 11:30 noon, Wednesdays 1:00 pm – 3:00 pm, and Thursdays 2:30 pm – 4:30 pm.

C. Required Documents

You Must Submit The Following Documents Proving Eligibility And Completion Of Requirements With Your Completed Nursing Application By March 15th 2009 To Apply To The Generic Nursing Program.

1. **Nursing Application signed and dated by March 15th. Incomplete applications will not be accepted.**
2. **Sealed Official Transcripts** by March 15th or by June 1st if prerequisites completed in current Spring semester.
3. **Completed Evaluation of Transfer Credit Form** (Transfer Evaluation Form).

4. **General Education Requirements Advisement Form** indicating completion.
5. **PAX-RN Exam Scores:** by March 15th or by May 1st if exam was taken at a location other than Lehman College.
6. **Proof of Legal Status in the United States:** the original and one copy of the document(s) as proof by March 15th.

D. Admission Process

1. Due to the large number of annual applicants, admission to the Nursing Program is highly competitive and seats are limited. There is no guarantee of admission even if all eligibility and requirements have been met. The Nursing Department reserves the right to reject any applicant or remove an admitted student based on evidence of cheating, plagiarism, withholding or misrepresenting information, submitting illegible or altered documents, or who displays a lack of professional standards or good moral character.
2. All applicants will receive a written notification of their admission status in mid June if all pre-requisites are completed and official transcripts are received by the March 15th deadline. Admission status will not be discussed or released by telephone.
3. Those applicants selected for admission to the Nursing Program must respond to the written offer by the stated deadline to confirm their acceptance and space. Second notices will not be sent out.
4. Applicants accepted to the Nursing Program are required to attend a mandatory Orientation in early-mid August.
5. All Nursing students will be required to provide proof of current Physical Exam, Malpractice Liability Insurance (\$30), and CPR (\$75), and purchase Uniform and Medical Equipment (\$120) and Textbooks. Details, forms, and deadlines will be provided to applicants admitted to the Nursing Program in the Welcome Letter and Orientation Packet. In addition to tuition, fees, and living costs, first semester expenses for nursing students is estimated to range between \$600.00-\$700.00 (this figure is approximate and subject to change).
6. Applications are retained for consideration for only one year following submission. Students not admitted to the Nursing Program who wish to reactivate their application must do so in the Nursing office between January 1st and March 15th of the following year. You may be required to resubmit proof of legal status in the United States.

Contact Information

Lehman College Department of Nursing: 250 Bedford Park Blvd. West, Bldg T-3, Rm 201, Bronx, NY 10468
Ph: 718-960-8214 Web: www.lehman.edu/deannss/nursing/

Lehman College's Information and Main Phone#: 718-960-8000 Web: <http://www.lehman.cuny.edu>

Office of Undergraduate Admissions, Shuster Hall, Rm 161
Ph: 718-960-8713/8706 Web: <http://www.lehman.cuny.edu/provost/admissions>

Office of Academic Advisement, Shuster Hall, Rm 280 Ph: 718-960-8106
Web: <http://www.lehman.edu/provost/enrollmentmgmt/advising/index.html>

Transfer Credit Evaluations, Shuster Hall, Rm 152
Web: http://www.lehman.edu/provost/admissions/undergraduate_c.html

Financial Aid Office, Shuster Hall, Rm 136 Ph: 718-960-8545 Web: <http://www.lehman.edu/vpstud/finaid/>

National League For Nursing (NLN): Contact NLN for exam information, study guides, and other test locations.
Phone: 800-732-8656 Web: <http://www.nln.org> Email: CustomerHelp@nln.org,
NLN's Pre-Admission Examination (PAX) Registration site: <https://www.nlnonlinetesting.org/pax/>

The CUNY Citizenship & Immigration Project: Web: <http://web.cuny.edu/about/citizenship.html>.

Annual Application Period: **January 1 – March 15**

Annual Application Deadline: **March 15**

For Departmental Use Only

Date Nursing Application Rec'd: _____ Rec'd by: _____

General Education Requirements Form Attached: _____ Rec'd by: _____

Evaluation of Transfer Credit Form Attached: _____ Rec'd by: _____

Proof of Legal Status Attached: _____ Rec'd by: _____

Date Mailed Official Transcript(s) Rec'd

Transcript (1) _____ Rec'd by: _____ Transcript (3) _____ Rec'd by: _____

Transcript (2) _____ Rec'd by: _____ Transcript (4) _____ Rec'd by: _____

Date Mailed NLN Scores Rec'd: _____ Rec'd by: _____

**LEHMAN COLLEGE
THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF NURSING**

APPLICATION FOR ADMISSION - BACCALAUREATE PROGRAM IN NURSING - GENERIC STUDIES

Completely fill out, sign, and date this application. Incomplete or illegible applications will not be accepted. Applications will not be evaluated unless all eligibility requirements are completed and submission of all required documents, official transcripts, and pre-nursing exam results are received by the stated deadline(s). It is your responsibility to notify the Nursing Department of any address or phone number change and to respond to any correspondence or other inquiry you receive from the Nursing Department concerning admission to the Nursing Program within deadlines specified. Failure to adhere to any of the above will delay processing your application and will reduce your chances of admission to the Nursing Program at Lehman College.

Name _____
Last First Middle Maiden

Social Security Number: _____ - _____ - _____ **Sex: Male** _____ **Female** _____

*** Home Address:** _____
Number, Street, Apartment

_____ City _____ State _____ Zip Code

***Telephone:** (_____) _____ Home (_____) _____ Business

(_____) _____ Cell _____ Email (Print) _____

1) PLEASE LIST ALL EDUCATIONAL INSTITUTIONS YOU ATTENDED AFTER HIGH SCHOOL

(Use additional sheet if necessary)

SCHOOL NAME	NO. OF CREDITS	MAJOR	DATES ATTENDED	DEGREE EARNED	SEALED OFFICIAL TRANSCRIPT ATTACHED?	
					YES	NO

2) Date Admitted to Lehman College _____ Applying to Nursing Program for Fall 20 _____

3) I have, or will complete 60 college credits by the end of the current Spring semester (May). Yes ____ No ____
 If you answered "No", then you cannot apply to the Nursing Program during the current application period.

4) PROOF OF LEGAL STATUS:

The City University of New York has instituted the following requirement: Beginning in the Fall 2009 semester, all CUNY nursing departments will require applicants for admission into nursing programs to provide documentation in one of the following categories. Nursing applications will not be accepted without the required document.

Proof of Legal Status (<u>No exceptions to this policy</u>)	List Original Document(s) Submitted With Your Nursing Application	Your Signature & Today's Date
a. <i>U.S. Citizenship</i>		
b. <i>Permanent Residency</i>		
c. <i>International Student with F1 Status</i>		
d. <i>Granted Asylum, Refugee Status, Temporary Protected Status, Withholding of Removal, or Deferred Action Status by the U.S. government.</i>		

Please be advised that pending final verification, acceptance of your legal status document(s) by the Nursing Department does not imply validation or establishment of legal status in accordance with United States Immigration law or statutes.

5) CERTIFICATION

I hereby certify that I have read the Instructions and understood all the eligibility requirements, document requirements, and admission process to be considered for admission to the Baccalaureate Program in Nursing (Generic Studies) at Lehman College. I certify that the information I have supplied herein is accurate and complete.

I understand that if I misrepresent or withhold any information, I may jeopardize my admission to the nursing program. Further, I understand that if I am admitted to the nursing program and it is later determined that I misrepresented or withheld any information that I risk removal from the nursing program.

Print Your Full Name _____

Today's Date: _____ **Your Signature:** _____