

WSU Pre-Licensure Nursing Program Application Checklist

All applicants (PNDA Direct Admission and PNHA Holistic Admission major codes)

- Review **eligibility criteria** to be sure you are eligible to apply at the [WSU Nursing Apply for the Pre-Licensure Major page](https://www.winona.edu/undergrad-nursing/fall-preparing-apply.asp) (<https://www.winona.edu/undergrad-nursing/fall-preparing-apply.asp>)
- Review your **Degree Audit** carefully for accuracy and completeness. When you apply, completion of prerequisites is verified through the student record system
 - **All** in-progress and completed courses must be reflected on your Degree Audit as of the application due date
 - Grades must be shown for all completed courses
 - If a course or grade is not reflected:
 - For courses taken at a MinnState school, complete the online [Degree Audit & Transfer Credit Request](#) form
 - For courses taken at another school, including the University of Minnesota system, contact the Registrar's Office at the school to arrange for a transcript to be sent to Winona State University
 - For more information or assistance with course transfer, please contact the Warrior Hub
 - It may take time for your record to be updated, so be sure to review your Degree Audit **early** in the application process so you can arrange for updates as soon as possible
 - If a course is shown on your Degree Audit but does not show up on your application, contact Nicole Wohlrab (nicole.wohlrab@winona.edu) for assistance in submitting your application. Be sure to include your Warrior ID in your email.
- Complete and verify **community service hours**
 - You must complete and verify ten hours for the semester of application prior to the application due date
 - For the semester of application only, you may complete up to five hours during the preceding break in any community, and complete the remaining hours in the Winona or Rochester communities between the first day of the semester and the application due date
 - To verify your hours, you must complete the [Undergraduate Nursing Community Service Verification Form](#) in WarriorSpace.
 - You will need your StarID to login.
 - Be prepared to fill in the name, email address, and phone number for someone at the organization where you volunteered.
 - When you submit the form, the person you designate will receive an email with a link to a verification. All hours must be submitted through this process. Hours must be verified by application deadline.

- You will receive a confirmation email when your hours are submitted, and should track completion under the My Submitted Forms tab in WarriorSpace.

Direct Admission (PNDA) applicants only

- Contact your advisor for an appointment to complete the required interview about your interest in nursing. Your interview must be completed at least 1 week prior to the application due date.
- If your cumulative college GPA is less than 3.75 or if you have repeated or withdrawn from nursing prerequisite classes, you must complete the [Declaration of Major/Minor form](#) to change your major code to Nursing Candidate (Holistic) -PNHA in order to apply through the holistic admission process.

Holistic Admission (PNHA) applicants only

- Complete your **personal statement**
 - See the [WSU Nursing Apply for the Pre-Licensure Major page](https://www.winona.edu/undergrad-nursing/fall-preparing-apply.asp) (<https://www.winona.edu/undergrad-nursing/fall-preparing-apply.asp>) for directions.
 - Your personal statement (Word .docx format) must be attached within your online application form.
 - Save your personal statement in Word .docx format titled with your name as follows: lastname_firstname_personal_statement
- Arrange for **references**
 - Identify two people who have known you over a period of time who can reflect on your growth and development
 - One must be a professor (does not need to be at Winona State)
 - The other can be an employer, teacher, coach, etc.
 - Your references cannot be from your family
 - Candidates must complete the [Undergraduate Nursing Candidate Reference Request](#). Be prepared to fill in names, email addresses, and phone numbers for your references. When you submit your form, your references will receive an email with a link to a reference form to complete.
 - All references must be submitted through the reference form and received by the application due date. Written or emailed letters of reference will not be accepted.
 - You will receive a confirmation email when your references are submitted, and should track completion in My Submitted Forms in WarriorSpace.

- Save the date for **Holistic Interview Day** so that you will be available if invited to interview. See the [WSU Nursing Apply for the Pre-Licensure Major page \(https://www.winona.edu/undergrad-nursing/fall-preparing-apply.asp\)](https://www.winona.edu/undergrad-nursing/fall-preparing-apply.asp) for the date. There will be no make up days
- Determine whether you need to take ATI TEAS
 - You should **not** sign up for ATI TEAS if you took the ACT or SAT within the past five years. Check your ACT account profile to ensure you have sent your ACT score to WSU.
 - If you never took the ACT or SAT, or your score is more than five years old, [sign up](#) to take the ATI TEAS
 - You may take ATI TEAS online or in-person, proctored by ATI, another institution, or PSI. See the sign up page for more information about testing options
 - Students are responsible for the cost of testing and test fees are not refundable
 - You must arrange for an official test transcript to be sent to WSU. Your transcript must be received by the application due date