

APPLICATION INSTRUCTIONS & CHECKLIST

South Dakota State University – Graduate Nursing Program

Applicants interested in South Dakota State University's Graduate Nursing Program are required to apply utilizing the online NursingCAS (Central Application Service).

BEFORE you begin your application, review the NursingCAS Application Instructions and FAQs [here](#). If you have questions regarding the completion of the application and/or the status of your application, refer to the Nursing CAS instructions for assistance.

IMPORTANT: Some sections of the NursingCAS application are marked "optional"; however, applicants are required to follow the instructions listed below for the SOUTH DAKOTA STATE UNIVERSITY – GRADUATE NURSING PROGRAM application.

You MUST complete ALL the SDSU specific elements listed below. Any items missing will result in an incomplete application.

NOTE: There are hyperlinks to the documents that you will need to upload to your application contained within the instructions. They are noted in BLUE – BOLD print and underlined.

Items that are **REQUIRED** to be completed are highlighted in **green**.

Items that are **NOT REQUIRED** to be completed are highlighted in **blue**.

South Dakota State University

Graduate Nursing Program Application Instructions:

ALL applicants are required to complete two (2) applications.

(1) SDSU Graduate School application

(1) SDSU Graduate Nursing Program application

<p>SDSU Graduate School</p>	<p>SDSU Graduate School online application.</p>	<p>1. All official transcripts must be mailed from the issuing institution's Registrar's office DIRECTLY to NursingCAS. In order to expedite processing, instruct the institution to include the Transcript Request Form (provided within NursingCAS) when mailing to NursingCAS.</p> <p><i>*Note – you will need to print the Transcript Request Form and send to the institution's Registrar's office.</i></p> <p><i>**Applicants previously or currently enrolled at South Dakota State University or a South Dakota Regental institution must have official transcripts sent to NursingCAS also.</i></p> <p>Mailing Address: NursingCAS P.O. Box 9201 Watertown, MA 02471</p> <p>2. DO NOT complete reference information on the Graduate School Application. You MUST utilize the reference process within the NursingCAS system.</p>
<p>SDSU Graduate Nursing Program</p>	<p>Graduate Nursing Program Application</p>	<p>All applicants are required to utilize the NursingCAS application service.</p> <p>NursingCAS supports the latest version of Chrome, Firefox, Internet Explorer and Safari. The application uses Cookies, JavaScript and Pop-up windows, so please be sure all are enabled within your browser. (The default setting is "on" so it is unlikely that you will need to make any changes.) Browser vendors recommend users stay up to date on the latest version of the browsers and we recommend the same for the optimal application experience. If you experience an issue, please contact our Customer Support team for assistance.</p> <p>It is recommended that the browser be Mozilla Firefox and the window be maximized to take up the entire screen.</p> <p>PLEASE NOTE: The application may not be accessible to people with certain disabilities. If a disability prevents you from accessing the web application, please contact NursingCAS at 617-612-2880 or email nursingcasinfo@nursingcas.org.</p>

NursingCAS Application

	NursingCAS Application AREAS	NursingCAS Application AREAS THAT ARE REQUIRED By South Dakota State University Graduate Nursing Program	Completed? Indicate with a <input checked="" type="checkbox"/> if you have completed the requirement
PERSONAL INFORMATION SECTION			
	<u>Release Statement</u>	REQUIRED	
	<u>Biographic Information</u>	REQUIRED	
	<u>Contact Information</u>	REQUIRED	
	<u>Citizenship Information</u>	REQUIRED	
	<u>Race & Ethnicity</u>	REQUIRED	
	<u>Other Information</u>	REQUIRED (except for Social Security #).	
	<u>FAMILY INFORMATION</u>	REQUIRED	
ACADEMIC HISTORY SECTION	<u>High School Attended</u>	REQUIRED	
	<u>Colleges Attended</u>	REQUIRED Applicants are required to enter information on ALL institutions that they enrolled and/or completed College / University level coursework. Missing information will result in delay in the verification of the application by NursingCAS. ***Remember to download the Transcript Request Form for EACH College / University so that you can mail the request to them.	
	<u>Transcript Entry</u>	Not Required	
	<u>Standardized Tests</u>	REQUIRED – Only if applicant meets <i>ESL (English as a Second Language) definition.</i> ***OFFICIAL scores should be sent directly to SDSU as well as uploaded to NursingCAS in the documents section. (Refer to Program Materials Section: Documents)	
	<u>Diploma in Nursing</u>	Not Required	

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SUPPORTING INFORMATION	<u>Achievements</u>	Optional	
	<u>Experiences</u>	REQUIRED Enter information as requested. In addition, applicants will be required to have their recent/past employers to complete the Professional Employment Verification Form . <i>This form MUST be uploaded in the Program Materials Section under 'Documents'</i>	
	<u>Licensure & Certifications</u>	REQUIRED Enter Information but do not upload documents here. <i>Documents should be uploaded in the Program Materials Section under 'Documents'</i>	
PROGRAM MATERIALS SECTION	DOCUMENTS		
	<u>Research / Publication / Scholarly Work</u>	REQUIRED: PhD applicants only	
	<u>License</u>	REQUIRED	
	<u>Certification</u>	REQUIRED: Certified APRNs Only	
	<u>Personal Statement</u>	REQUIRED ALL Applicants will be required to complete and upload their responses to the questions on the respective Personal Statement form. Masters (MS) Form <i>Note: 300 word limit per answer.</i> Doctor of Nursing Practice (DNP) Form <i>Note: 300 word limit per answer.</i> Doctor of Philosophy (PhD) Form <i>Note: 300 word limit per answer.</i>	
	<u>Statistics Course Information</u> <i>*Upload as OTHER</i>	REQUIRED ALL Applicants are required to complete and upload the Statistics Course Information Form .	
	<u>TEST SCORE REPORT</u> TOEFL or IELTS	REQUIRED (for applicants who meet the definition of English as a 2nd language)	

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	<p>(for Non-Native Speakers of English)</p> <p>The College of Nursing requires all students who meet the definition of English as a Second Language attain the required TOEFL or IELTS score (regardless of residency status).</p> <p>English as a Second Language is defined as a student who was instructed and spoke primarily in a language other than English in the K-12 grades or primary and secondary schooling.</p>	<p><u>TOEFL score requirements (minimum):</u> 600 (paper-based) 250 (computer-based) 100 (internet-based)</p> <p><u>IELTS score requirements (minimum):</u> 7.0 band score</p> <p>OFFICIAL scores must be sent directly to SDSU and uploaded to NursingCAS.</p> <p><i>*Test must have been completed within 2 years of application to the program.</i></p>	
	<p><u>Experiences / Employment</u> <i>*Upload as OTHER</i> <i>Minimum of 1500 hours of experience as a registered nurse is required for unconditional admission.</i></p> <p><i>New graduates may be eligible for conditional admission. Contact the Graduate Nursing program at (605)688-4114 for additional information.</i></p>	<p>REQUIRED</p> <p>In addition, applicants will be required to have their recent/past employers to complete the Professional Employment Verification Form. This form MUST be uploaded with the NursingCAS application.</p>	
	<p><u>Supplemental Legal Questions</u> <i>*Upload as OTHER</i></p>	<p>REQUIRED</p> <p>All applicants are required to complete the SDSU Legal Questions Supplemental Form and upload it with your application.</p> <p>Applicants who answered “Yes” to any of the legal questions on the form must submit the following:</p> <ul style="list-style-type: none"> • copies of charges or citations, and 	

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		<ul style="list-style-type: none"> • ALL communications with (to and from) the citing agency, • AND the court of jurisdiction, including evidence of completion / compliance with court requirements. <p>This information MUST be uploaded with the NursingCAS application.</p>	
	<u>CV / Resume</u>	<p>REQUIRED</p> <p>All applicants are required to upload the most recent Curriculum Vitae (CV) / Resume with the NursingCAS application.</p>	
	<u>REFERENCES</u>		
		<p>REQUIRED</p> <p><u>Master’s, Post Master’s Certificates, and DNP Applicants:</u></p> <p>Three (3) references are required and must represent both Professional and Academic areas.</p> <p>*Professional references must hold the same professional designation / license (or higher) than applicant, e.g. RN, etc.</p> <p>One (1) Professional reference MUST be from a current or recent direct supervisor.</p> <p><u>PhD Applicants:</u></p> <p>Four (4) references are required and must reflect representation of both Professional and Academic areas.</p> <p>References will be provided with instructions to log into the NursingCAS system to complete the reference form. Only NursingCAS reference forms will be accepted. DO NOT have references mail letters to the program.</p>	
<u>PROGRAM QUESTIONS</u>	How did you learn about the SDSU Graduate Nursing Programs?	REQUIRED	

NursingCAS Application

MONITORING YOUR NURSINGCAS APPLICATION FOLLOWING SUBMISSION

<p>“My Messages” section of the NursingCAS application</p>	<p>This section will included messages that either NursingCAS or SDSU has sent to you. Please check your “My Messages” to see if you have received any VITAL information about your application. Messages will be sent to the “My Messages” inbox and your personal email addresses that you created your account with.</p>
<p>“Quick Status Menu”</p>	<p>Use the “Quick Status Menu” options to check to see if your Transcript(s), Reference(s), or Payment(s) have been received by NursingCAS.</p> <p>Check the Designations (programs that you have applied to) by clicking on the Designations options under the “Quick Status Menu”.</p> <p>Check the verification status of your application using the “Quick Status Menu”.</p> <p>Non-Verified applications will not be reviewed; therefore, it is the applicant’s responsibility to monitor progress with NursingCAS.</p>
<p>Contact and Help Information</p>	<p>Please read all NursingCAS instructions and the entire FAQs list before you contact the NursingCAS office. Many of your questions are addressed on the website.</p> <p>We strongly recommend that you email your questions to mailto:nursingcasinfo@nursingcas.org if you do not find the answers or other information on the website. Please allow up to 3 business days to receive a reply to your inquiry.</p> <p>If you are still unable to find answers or other information, then you may contact us via telephone at 617–612–2880 between the hours of 9 am to 5 pm Eastern Time. We will provide you general and technical assistance to help you properly complete the application process.</p> <p>When contacting via email, please provide your full name, NursingCAS ID number and your detailed question.</p> <p>*Instructional videos are posted on the NursingCAS YouTube channel.</p>

**MONITORING YOUR NURSINGCAS APPLICATION
FOLLOWING SUBMISSION**

For questions regarding the South Dakota State University Graduate Nursing Program, please contact the [Academic Advisor](#) or call (605)367-5636.