

UT Arlington Academic partnership RN to BSN Application Guide Updated: March 15, 2011

Online Application: go to www.applytexas.org.

1. Get started by clicking on the **“Create your account now”** link to the lower left of the screen.
2. Complete the Profile
3. After saving the Profile, your application username will be assigned. Write it down along with the password you indicated during the completion of the Profile. This will allow you to return to the application and login.
4. Click on **“go to My Applications”**
5. Click on **“Create a new application now”**
6. Click on **“create a new 4 year university admissions application”**
7. For **“Target University”** choose **“University of Texas at Arlington”**
8. For **“Application Type”** choose **“Transfer, U.S.”** and click continue
9. For **“Semester of Entry”** choose **“Fall” if you are applying for the August, September or November start dates.** Choose **“Spring” if you are applying for the January, February, or March start dates.** The deadlines you see on this page **do not** apply to Academic Partnership students. Application deadlines are posted on the Start Dates page on the Academic Partnerships website.
10. On the Select School page, choose **“Nursing”** for the first school choice. Leave the second school choice blank.
11. On the Select Major page, choose **“RN-BSN Online (Academic Partnership)”** for the first choice major.
12. On the next page, the deadlines listed apply to regular UT-Arlington students. Again, refer to the Academic Partnership website for application deadlines. Click on **“continue to my application”**
13. There are 9 pages to complete.
14. On the 3rd page you will be asked how many credit hours have you completed. Please use your best judgment and guess. It doesn't have to be exact. We can change it after your official transcripts come in.
15. You do not need to answer any questions on Section 7 & 8
16. On the 9th page are several custom university & major specific questions. In the **“Healthcare Provider”** field enter the healthcare provider you work for. If you do not work for a healthcare provider please enter "None". When you are finished typing, save this question.
17. Next, on the **“Partnership Code”** question please enter the partnership code of the healthcare provider you work for. If you do not know the partnership code, please contact the Academic Partnerships Program Coordinator at your healthcare employer or call 866.489.2810. If you do not work for a healthcare provider or your healthcare provider does not have a partner code, you may leave it blank.
18. Next, choose the start date you wish to apply for.

19. The next question asks whether or not attended high school at an English speaking high school. You will be required to answer yes or no. If you respond “No”, please have an official copy of your TOEFL scores sent to the UTA Office of Admissions, Box 19111, Arlington, TX 76019.
20. You do not need to submit any essay's for this program. Please ignore this page. Click on “**save, acknowledge question**” followed by “**save, acknowledge page**”
21. Complete page 9 which includes a certification statement check box followed by the submission of the \$50 application fee. Click on “**submit payment option**” and complete the payment process using a credit card.
22. Finally, click on “**Submit Application Now**”
23. Your application will be electronically delivered to the University of Texas at Arlington. The final page shows you contact information for the UTA Admissions office. Please have official transcripts from **all** previously attended colleges sent to this address as soon as possible to complete your application.