



You will need to complete the forms noted below to apply to the California Board of Registered Nursing (BRN) for the NCLEX exam and RN licensure in the state.

- **Application for Licensure by Examination** -available on BRN web site: <http://www.rn.ca.gov/forms/forms.shtml>
- **NCLEX Eligibility Checklist for Advisors** - available on nursing web site: http://www.nursing.sfsu.edu/for_students.aspx
- **Individual Candidate Roster** – available on nursing web site: http://www.nursing.sfsu.edu/for_students.aspx
- **Request for Transcript** - included in the Application for Licensure by Examination document.

✚ APPLICATION FOR LICENSURE BY EXAMINATION

- This form should be completed as per its directions. *Please thoroughly read the instructions as it will be your primary source of information regarding this portion of process.* It is recommended that you make a copy of the completed form for your records.
- Please note that a completed application includes a fingerprint requirement. As indicated on page 1 of the Application for Licensure by Examination, there are two methods for completing the fingerprint requirement.
1) "Live Scan" and 2) "Fingerprint Card (Hard Card)"

Tip: The SFSU Police Department offers the "Live Scan" and the "Fingerprint Card (Hard Card)" fingerprinting service. You can contact that office at 415-338-6043 to make an appointment. For additional information, please visit their website at <http://www.sfsu.edu/~upd/html/fingerprinting.html>

✚ NCLEX ELIGIBILITY CHECKLIST FOR ADVISORS

The NCLEX Eligibility Checklist must include:

- Nursing prerequisite & co-requisite (BSN students) courses and grades.
- Nursing coursework grades.
The checklist does not include N446, N447 and N555 because these courses are not required by the BRN for licensure. *They are* however required for the nursing bachelor and entry level masters degree at SF State.
- Please make an appointment with your advisor to review the form, verify that you have completed required course work, and then sign & date the form. ***Bring a copy of your DARS report or an unofficial transcript (obtained from My SFSU <https://www.sfsu.edu/online/login.htm>) and highlight the prerequisite coursework (and co-requisite courses if you are a BSN student) to facilitate your advisor's verification of coursework.***

✚ INDIVIDUAL CANDIDATE ROSTER

- Please refer to page 2 for guidance on completing this form.

The completed Individual Candidate Roster and the NCLEX Eligibility Checklist signed by your advisor must be submitted to the School of Nursing reception desk NO LATER THAN MONDAY, NOVEMBER 30, 2009.

✚ REQUEST FOR TRANSCRIPT

- Please refer to page 2 for guidance on completing this form.
- After completing your portion of the form you should bring it to the Registrars Office/One Stop to pay the transcript request fee.
Your official transcript will initially be held for the semester's grades and then be sent or "released" to the BRN after your degree has been conferred by the University (or after final grades indicating completion of pre-licensure requirements has posted to your transcript if you're a generic masters student).

Completing the Request for Transcript form

Section A. TO BE COMPLETED BY APPLICANT

- 1) Last Name- Fill in your legal name
- 2) First Name- Fill in your legal name
- 3) Middle Name- Fill in your legal name
- 4) Address, City, State, Country and Postal/Zip Code- Fill in your current mailing address
- 5) Date of Birth- Fill in (Month/Day/Year)
- 6) Social Security Number- Fill in your nine digit SS# (*Not your SF State ID Number*)
- 7) Previous Name- Complete if applicable, including maiden names
- 8) Name of Professional Registered Nursing School- this will be *San Francisco State University*
- 9) Years Attended- this refers to the year you have entered the SFSU nursing program to present (Example: Fall 2003 - Present)
- 10) Location- *San Francisco*
- 11) State- *CA*
- 12) Country- *USA*
- 13) Postal/Zip Code- *94132*
- 14) Year Graduated- Fill in the Month and the Year of your graduation date.
(*Students who complete degree requirements in December will formally graduate in January of the next year*)
- 15) Signature of Applicant- you must sign this form
- 16) Date- you must date this form with the day that you signed it

Section B. TO BE COMPLETED BY THE OFFICE OF THE SCHOOL OFFICIAL RELEASING TRANSCRIPTS

(*The Registrar's Office will complete this section.*)

Completing the Individual Candidate roster

You need not submit page 2 as the School of Nursing uses our NCLEX Eligibility Checklist in lieu of page 2.

Top Portion - Personal Information:

- 1) Last, First and Middle Name- Fill in your legal name
- 2) Date of Birth- Fill in (Month/Date/Year)
- 3) Social Security Number- Fill in your nine digit SS# (*Not your university ID Number*)
- 4) Previous Names- Fill in if applicable, including a maiden name
- 5) School of Nursing- Will be *San Francisco State University*

Middle Portion –Degree/Pre-licensure Completion Date:

(*Please complete the following information to assist the Nursing Director.*)

- 1) "I certify that...." - Enter your legal name in the blank.
- 2) Please check the appropriate box on the form
 - Graduate:** BSN students who will complete the nursing program requirements and graduate from the University by the end of the semester. Enter the [date final grades become available on the student's record](#)
 - Non-Graduate:** BSN students who will complete the nursing program requirements, but will not graduate from the University by the end of semester. The completion date will be the [date final grades become available on the student's record](#) for the semester in which you completed the nursing major requirements. *You are strongly urged to speak with an advisor prior to selecting this option.*
 - **Master's Entry Program in Nursing (MEPN):** Generic masters students who will complete the nursing pre-licensure requirements by the end of the semester. The completion date will be [date final grades become available on the student's record](#) in which you completed pre-licensure nursing requirements.
 - Previous Degree- Fill in the title of your previous degree (B.A., B.S., M.S., etc)
 - Graduation Date- Fill in the date you earned your previous degree.
 - Already has a previous degree:** Sequoia students with a previous BA/BS who will complete the nursing program requirements.
 - Previous Degree- Fill in the title of your previous degree (B.S., M.S., etc)
 - Graduation Date- Fill in the date you earned your previous degree.

Additional NCLEX-RN Exam Application Information

- Approximately one month before the end of each semester (last day of final exams), the Nursing Director will sign the completed **Individual Candidate Roster** forms and they will then be sent as a group to the Board of Registered Nursing.
- Once the BRN receives the items noted below your NCLEX-RN exam application process is considered complete.
 - Complete Application for Licensure by Examination
 - Individual Candidate Roster form from the, School of Nursing
 - Request for Transcript form with your official transcript from the SF State Registrar's Office
- Within a few weeks from your NCLEX-RN application process completion date, the BRN will send the NCLEX-RN Examination Candidate Bulletin if they have found you eligible for the exam. It will contain important and detailed instructions regarding the registration process with the NCLEX testing service.
- Complete the NCLEX testing service registration promptly so that you can take the NCLEX-RN examination on the next available date.