

BSN ACADEMIC PARTNERSHIP APPLICATION INSTRUCTIONS

1. The student will Get Started by clicking on the “Create your account now” link on 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. From the drop down on the next page, choose “University of Texas at Arlington” for the Target University and choose the appropriate Application Type. DO NOT choose “Freshman International”, “Transfer International”, “Transient”, “Graduate International”, or “Graduate U.S.” If you are an international student, please fill out the “Freshman”, “Transfer”, or “Readmit, undergraduate” application type. Otherwise, you will be required to pay a \$50 application fee instead of \$35.
8. Choose the appropriate semester of entry. 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.
9. On the Select School page, choose “Nursing” for the first school choice. Leave the second school choice blank.
10. On the Select Major page, choose “BSN Online (Academic Partnership)” for the first choice major.
11. On the next page, the deadlines listed apply to regular UT-Arlington students. Again, refer to the Academic Partnership AP BSN Important Dates webpage for application deadlines. Click on “continue to my application”.
12. There are 9 pages to complete. To expedite the application process you do not need to provide responses on the following pages:
 - a. page 4 (education current courses) may be left blank. Simply save the page.
 - b. page 7 (extracurricular and volunteer activities) may be left blank. Simply save the page.
 - c. page 8 (employment information, internships, summer activities) may be left blank. Simply save the page.
 - d.

13. On the 9th page is a university specific question (for transfers only) & major specific questions. The first question will appear towards the bottom of the page. If you are a transfer student, the first question is labeled UTASPECIAL05. If you are not a transfer student, skip to the next step. Click on “No Answer” for this question and then Click on “save, acknowledge question”.
14. The next(or first) question that appears is “Are you an LVN?”. Check the appropriate box. Click on “save, acknowledge question” and continue until all of the questions have been completed. *Please note:* The 9th question in the sequence asks whether or not you have 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 19114, Arlington, TX 76019. All of the questions require some sort of answer or acknowledgement which must be completed before you can continue. When you are done, you will be asked to “save and complete this page”.
15. Complete the final page which includes certification statement check boxes followed by the submission of the \$35 application fee. Click on “submit payment option” and complete the payment process using a credit card. Click on “Save and proceed to application submission”.
16. Finally, click on “Submit Application Now”
17. 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 institutions sent to this address as soon as possible to complete your application. If you are a freshman with no previous college work, please have your SAT or ACT scores submitted. Other documents may be requested by the Office of Admissions. A communication will be sent to you upon initial review of your application.