

## PROCEDURES FOR ACADEMIC PARTNERSHIP STUDENTS APPLYING TO THE UNIVERSITY OF TEXAS AT ARLINGTON FOR THE RN TO BSN DEGREE:

The link from the Academic Partnership introduction page will take the student to [www.applytexas.org](http://www.applytexas.org).

1. The student will 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. From the drop down on the next page, choose “University of Texas at Arlington” for the Target University and choose “Transfer, undergraduate” for the Application Type.
8. Choose the appropriate semester of entry (see important dates/deadlines chart below). 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 “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 introduction page for application deadlines. Click on “continue to my application”
12. There are 9 pages to complete. Complete the first 7 pages.
13. On the 8<sup>th</sup> page are several custom university & major specific questions. Click on the question titled “Healthcare provider”. Complete and save this question. It is required.

14. Next, click on the “Partnership code” question and complete. If you do not know the partnership code, which is required, please contact the Academic Partnerships Program Coordinator at your healthcare employer.
15. The next question asks you which date you plan to start the program. Choose your start date for the RN to BSN program from the list below.
16. 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.
17. You should not complete the UTASPECIAL05 question on this page. Click on “save, acknowledge question” followed by “save, acknowledge page”
18. Complete page 9 which includes a certification statement check box followed by the submission of the \$35 application fee. Click on “submit payment option” and complete the payment process using a credit card. (You are not required to write an essay for admission, by clicking the “submit payment option” button you will skip the essay section of the application.)
19. Finally, click on “Submit Application Now”
20. 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.

**21. Important Dates /Deadlines**

<b>Registration Begins</b>	<b>Admission Deadline</b>	<b>Tuition Deadline</b>	<b>Course Start</b>	<b>Drop Deadline</b>	<b>Session</b>
19-Jan-09	26-Jan-09	16-Feb-09	<b>23-Feb-09</b>	12-Mar-09	Summer 2009
2-Mar-09	9-Mar-09	30-Mar-09	<b>6-Apr-09</b>	23-Apr-09	Summer 2009
13-Apr-09	20-Apr-09	11-May-09	<b>18-May-09</b>	5-Jun-09	Summer 2009
25-May-09	1-June-09	22-June-09	<b>29-Jun-09</b>	17-July-09	Summer 2009
6-July-09	13-July-09	3-Aug-09	<b>10-Aug-09</b>	27-August-09	Fall 2009
17-August-09	24-Aug-09	14-Sep-09	<b>21-Sep-09</b>	8-October-09	Spring 2010
28-Sep-09	5-Oct -09	26-Oct-09	<b>2-Nov-09</b>	19-Nov-09	Spring 2010