NursingCAS Registration

Go to the NursingCAS homepage and select ‘Apply Now’ or ‘Application Login’. If you are a first time user, you will need to create an account first. Just follow the on-screen directions.

**Add Program** – This page is where you search for schools in this program. If you want to view their program requirements first, you just click on the program (Accelerated BSN, Traditional BSN, etc.) you’re interested in.

  - **Adding a program** - Select the program by clicking the blue ‘+’ symbol to the left of the school. Once it has been added you’ll notice a green check mark ‘✓’.
  - **Deleting a program** – Hover your mouse over the ‘✓’ and click the ‘X’. You will get a pop up that asks if you’re sure you want to delete the program. Select delete.

**My Application** - This page serves as your dashboard, providing easy access to each part of the application you need to complete before you submit.

  - **Personal Information** – This section is all about you. When you complete each sub-section, you will select ‘Save and Continue’ to get to the next sub-section.

**Academic History**

- High School Attended – Enter the high school that you graduated and received your diploma from.
- Colleges Attended – Report all institutions attended, regardless of their relevance to the programs.
- Transcript Entry – List all courses on your transcripts. This includes any you repeated, withdrew from, ungraded courses or labs, etc. Every course has to match exactly as they appear on the original school’s transcript. *This section will not be complete until you click 'Review & Finalize My Transcripts'.*
- Standardized Tests – HESI/TEAS scores go here, or the date you plan to take it. Once you submit your application, you cannot edit previously entered tests; you can only add new tests and update planned tests.

**Supporting Information**

- Achievements – Awards and honors (honor society).
- Experiences – Healthcare experience, employment, community involvement.
- Licensure and Certifications – CPR certifications, EMT, CNA, etc.

**Program Materials** – You will see the schools you selected here. Click on each one to find out their specific program materials. If you don’t see one of the tabs below, it’s because your program doesn’t require it.

- Home – This page gives you an overview of the program, including admission requirements and deadlines. You will not download any documents on this page.
- Documents – Resumes, personal statements, certifications, etc
- References - If your program requires references, you will fill in their information on this page. NursingCAS will email them instructions to upload the letter.
- Prerequisites – You are required to match the courses you’ve taken with the prereqs your program requires on this page. (It’s actually very self-explanatory)
- Questions – You will answer any additional questions your program has on this page.

**Transcripts required** – To find out what type of transcript your school requires (official, unofficial, or no transcript), go back to Colleges Attended. Towards the bottom of the page is the PROGRAM REQUIREMENTS section. Every college you previously listed will be here.

**Transcript Matching Form** – Go to “Colleges Attended”. Under each college listed will be a blue box that says ‘Download Transcript Request Form’. Click and print.
Ordering Official TAMU Transcripts – The A&M Transcript office does not send electronic transcripts through the programs NursingCAS accepts. Below are the other ways you can order your transcript. Be sure to include the ‘Transcript Matching Form’ from NursingCAS and the ‘Transcript Request Form’ from A&M.

**Ordering In-Person** - Students may order or receive official transcripts at the Office of the Registrar in the General Services Complex, 750 Agronomy Road, Suite 1501. Office hours are Monday-Friday, 8 a.m. to 5 p.m. **A photo ID is required when students order transcripts in person.**

**Order by Mail** - Print, complete, and sign the Transcript Request Form, or write a letter providing the information requested on the form. Payment may be made by check, money order, or credit card. If paying by credit card, students must include the card type, name on the card, card number, CSV code, and expiration date.

Mail the form or letter with the appropriate payment to:

Transcript Section  
Office of the Registrar  
Texas A&M University  
P. O. Box 30018  
College Station, TX 77842-3018

All requests **MUST** be signed by the student to authorize the release of their academic transcript.

**Order by Fax** - Print, complete, and sign the Transcript Request Form, or write a letter providing the information requested on the form. Payment must be made by credit card. Students must include the card type, the name on the card, card number, CSV code, and expiration date.

Fax the form or letter to (979) 862-3391.

**Order through Howdy** - Current students can send official transcripts from their current student tab on Howdy. In the ‘Grades and Transcripts’ section, select Official Transcript, and then Order Official Transcript. In the Issue to section, type NursingCAS Transcript Processing Center.

Once you submit this request through Howdy, email the A&M transcript dept (transcript@tamu.edu) your NursingCAS ‘Transcript Matching Form’. They normally mail out transcript requests within 24 hours, so DO NOT delay sending the email. The email should include your UIN and a message that you sent your transcript request through Howdy.

**Submit Application** – Review your programs selections, check status of individual program requirements, and pay for your program selections on this page.

*You cannot make any changes to your application once it’s been submitted.*