Suggested Application Checklist

<table>
<thead>
<tr>
<th>Completed</th>
<th>Complete By</th>
<th>Task to Complete</th>
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</table>
| Semester prior to application | SCHEDULE AN APPOINTMENT WITH NURSING ADVISOR  
- This is recommended to ensure that you have met all requirements for application and understand application process thoroughly. Phone appointments are encouraged for out of state students. Additional meetings can be set up throughout the application process to answer any questions.  
If Flagstaff, Yuma, or American Indian Program (AIP) is your preferred campus contact:  
   Gregg Schneider  Phone: 928-523-6846 or Email: Gregg.Schedier@nau.edu  
OR contact Christopher.Jensen@nau.edu 928-523-2621  
If Tucson is your preferred campus contact:  
   Emily Ratley  Phone: 520-879-7970 or Email: Emily.Ratley@nau.edu |
| At least 30 days prior to application deadline | CALL WITH QUESTIONS  
- As the deadline gets closer we get extremely busy and are not able to respond to every last minute inquiry. So contact us early if you have questions. |
| Complete by:  
1 Mar for Fall  
1 Dec for Spring | APPLY TO NORTHERN ARIZONA UNIVERSITY  
- Order Official transcript to be sent to undergraduate admissions. Applications can be completed online at: [http://www4.nau.edu/uadmissions/profiles/apply.htm](http://www4.nau.edu/uadmissions/profiles/apply.htm) |
| Make request to Student Service at least 14 days prior to application deadline | SCHEDULE THE HESI A2 EXAM  
Students may take the exam only once per application cycle.  
- The HESI A2 exam consists of 9 sections: reading comprehension, vocabulary and general knowledge, grammar, basic math skills, biology, chemistry, anatomy & physiology, personality profile and learning style.  
- For information on how to schedule the exam see page 8. It is important to schedule early as the testing center does run out of test dates. |
| Give to Reference 2 weeks prior to application deadline | SEND OUT REFERENCE FORMS  
- 2 reference forms are required for the application and must be sent to the School of Nursing directly from the reference. It is suggested that applicants give an envelope addressed to the School of Nursing to the reference to ensure the form is completed and sent in a timely manner. |
| Send out at least 1 week prior to application deadline | COMPLETE SCHOOL OF NURSING APPLICATION  
- Download from www.nau.edu/nursing  
- Fill out the application thoroughly and completely.  
- Print application and sign the pages that require a signature.  
- Mail completed applications (pages 9 thru 13) to the appropriate office:  
If #1 choice is Flagstaff, Yuma, AIP send to:  
Northern Arizona University  
School of Nursing  
ATTN: Student Services  
PO Box 15035  
Flagstaff, AZ 86011  
If #1 choice is Tucson, send to:  
Northern Arizona University  
Tucson Campus  
ATTN: Emily Ratley  
3895 N. Business Center Dr. Ste #100  
Tucson, AZ 85705 |

*All application material must be postmarked BY THE APPLICATION DEADLINE in order to be considered for that application cycle.  
*Late or incomplete applications will not be reviewed.

*This is only a suggested timeline for application. It is the responsibility of the student to ensure that all required material for application are postmarked or received at Student Services by 5:00 pm on the application deadline date*