



# Learner Application Checklist

Full Name: \_\_\_\_\_ Maiden Name (if applicable): \_\_\_\_\_

Please upload the required documents to your application, or email to [admissions@webwocnurse.com](mailto:admissions@webwocnurse.com), or fax to 612-926-8075

**The items in bold are required for admission consideration.**

- Resume**
  - Required
- Goal Statement**
  - Required: Minimum 4 sentences
- Application Fee – [Click here to make payment](#)**
  - Required: Admissions will be notified of your payment. This is non-refundable.
- Transcripts**
  - Required: Official or Unofficial copies of the Transcripts from your BSN or Higher must be submitted for admission consideration. A Bachelors in any field with an Associate's in Nursing is also acceptable. Copies may be submitted electronically or mailed.
  - For Learners who earned degrees outside of the United States or Canada: your transcripts must be evaluated for verification of education, coursework, and calculation of GPA. The evaluation must be a 'Course by Course' report from an organization such as: [www.wes.org](http://www.wes.org), [www.ece.org](http://www.ece.org), or [www.cgfns.org](http://www.cgfns.org) (if using CGFNS, the evaluation is called an 'Academic Report').
- Background Check - A current background check may be required for practicum but is not required for admission consideration.
  - **Minnesota Residents:** you must complete a Minnesota DHS Background Study:
    - [Click here for Instructions](#)
  - **Non-Minnesota Residents:** Purchase a background check from Castle Branch
    - Go to [www.castlebranch.com](http://www.castlebranch.com).
    - Select the "PLACE ORDER" button and enter our package code: WE47
    - Follow the instructions on screen to process your order.
    - You will receive an email from Castle Branch confirming your order.
    - Once the background check is complete, WEBWOC will process.
- Supporting Documents – your clinical site may request that WEB WOC obtain copies of your immunizations and malpractice insurance. These documents are not required for admission consideration.