

## Learner Application Checklist

Full Name: \_\_\_\_\_

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

Please upload the required documents to your application, or email to  
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**
  - Required: Once your payment is submitted, Admissions will be notified. Please note that the fee is non-refundable and must be paid at the conclusion of your application.
- ☐ **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.