California State University, Los Angeles (Cal State LA)
Patricia A. Chin School of Nursing (PACSON)
Graduate Program Application Instructions

Applications are only accepted for the FALL term
Be mindful of both School of Nursing and University deadlines

Before you apply, review the program sheet for the option you are interested in:
http://www.calstatela.edu/hhs/nursing/academic-programs-msn-traditional-post-masters

All programs are full time and courses are only offered during the indicated terms. Current tuition information can be found on the University cashiers website:
http://www.calstatela.edu/sfinserv/cashiers-office

Graduate Students:

1. Applicants should having the following:
   - 3 Pre-requisite Courses
     - **Statistics:** Inferential statistics course 3 three semester units or 4 quarter units.
     - **Health Assessment:** Health Assessment course with lab within 5 years. If older than 5 years you may “refresh” by repeating a theory course only. This may be taken as an online course.
     - **Nursing Research:** Undergraduate baccalaureate level.
   - **Bachelor of Science degree in Nursing (or MSN for Post-Masters)** from an accredited (NLN or CCNE) program
   - **Minimum (3.0) grade point average**
   - **CURRENT CA Nursing license**

Post Masters Certificate Applicants: to be eligible to complete the 1 year program, the first year pre-requisite courses must be met; 1) Pathophysiology 2) Pharmacology 3) Physical Assessment 4) Role/Health Care Policy. Otherwise, the program will be 2 years, refer to the program sheet link above.

International Students: The University has an International Admissions Office that has additional paperwork requirements such as: Financial Affidavit form required in addition to English proficiency exam. International students cannot be admitted unless they are cleared by the international admissions office. Please go to: http://www.calstatela.edu/graduateadmissions/international-students for more information

2. Apply to the University via [https://www2.calstate.edu/Apply](https://www2.calstate.edu/Apply) complete first and include your Campus Identification Number on this application. If you do not receive your CIN number in a timely manner you may mail your application without it and update your application later. Your 9 digit campus ID and your 4 digit PIN to access the GET website will be emailed to you by the university admissions office a few days after you apply on Cal State Apply.

   For information regarding University deadlines please visit the following website:
   [http://www.calstatela.edu/admissions/deadlines](http://www.calstatela.edu/admissions/deadlines)

3. Apply by mailing your application or by hand-delivering it to a staff member in Simpson Tower 417 (label it “GRAD APP” if it is in an envelope). Application deadline is located on the PACSON webpage. Applications must be complete with all required documents and be postmarked or received by
5pm on the day of the deadline. Application must be complete, no separate documents will be accepted (unless they are listed as in progress or to be completed on your application) see #7.

4. **Transcripts**
   - **UNIVERSITY:** ALL official transcripts must be sent to the university graduate admissions office (international transcripts must be original & sealed no exceptions). CAL STATE LA grads who have not attended any other institution do not need to submit any other documentation to admissions. NOTE: sealed transcripts must be received by Cal State L.A. admissions within 1 year of the document’s issuing/print date (within 2 years for international transcripts).
   - **SCHOOL OF NURSING:** Copies of official transcripts or printed unofficial transcripts must be included with your PACSON application. International transcripts must include an evaluation if the transcript is not in English and/or the grading system is not letter based (A/B/C/D/F).

5. **Letters of Recommendation** must be included with your application and written by a nursing professional, physician or professor that can attest to your academic, interpersonal and work skills. Letters do not have to be sealed and must be hand or type written using the included template, no exceptions. The recommender may choose to answer the questions on the first page of the template separately and write “see attached” but the checklist must still be completed.

6. **Course descriptions** for each of the pre-requisite courses must be included with the exception of courses taken at CAL STATE LA or if the course is listed on the PACSON pre-requisite chart. Course descriptions may be found in the school's catalog or syllabi. The PACSON will not contact any schools on behalf of the student.

**Post Masters Certificate Applicants:**
Course descriptions for 3P’s (Patho, Pharn and Physical Assessment) and role/health care policy course

If transferring from another NP program, provide course descriptions of the courses completed.

7. **Requirements in Progress:** If CA RN license, degree or any coursework is in progress, it must be indicated on the application and most recent documentation must still be submitted. If admitted to the program, it will be based on the condition that the requirement(s) are completed by the beginning of Fall term. Degree and/or pre-requisite(s) completion must be provided via copy of transcript. For coursework or degrees completed at CAL STATE LA, an unofficial transcript is acceptable.

8. **Interview:** The application process also involves an on campus interview if you are selected. The date is posted on the PACSON application webpage.

9. Please do not call the PACSON regarding the status of your application. All communication is sent via the email provided on your application. Applicants are notified of the PACSON's decision via email (If admitted, confirmation of acceptance of admission offer will be required). **No application documents will be accepted after the deadline.** All incomplete applications will be denied.
Mailing Address for School of Nursing:
California State University, Los Angeles
Attn: School of Nursing GRAD Application ST417
5151 State University Dr.
Los Angeles CA 90032

Mailing Address for University Graduate Admissions Office:
California State University, Los Angeles
Attn: Graduate Admissions office
5151 State University Dr.
Los Angeles CA 90032

NOTE: If you are re-applying to the PACSON, you must submit a new application. Your previous transcripts and letters of recommendation may be used, but you have the right to submit new documents. If you want previous documents to be used in your new application, please indicate that you are re-applying on the first page of this application (so staff know to look for the documents in your previous application).

For any further questions please review our FAQ

Thank you for choosing CAL STATE LA!