



Use Checklist to complete Admissions file and submit to address/fax number below:

<input type="checkbox"/>	<b>Completed Application</b>
<input type="checkbox"/>	<b>Set up interview availability</b> (Interview date and time to be set up with your Program Manager at the time of completed file)
<input type="checkbox"/>	<b>\$50 Application Fee (non-refundable, payable to Sacred Heart University) or <a href="#">pay online here</a></b>
<input type="checkbox"/>	<b>Order Official Transcripts from ALL Previously Attended Colleges. Also include official transcripts for any graduate degree or coursework previously completed. Please note that international applicants may need to have a transcript evaluation done by World Education Services.</b>  <ul style="list-style-type: none"><li>• Order official/sealed copies of transcripts from <b>ALL</b> previously attended colleges. Have each transcript sent to the Online Processing Center (address below). Sacred Heart University requires an official transcript from EACH school you have earned academic credit as well as transcripts for CLEP and Dantes exams.</li></ul> Example, if you attended “A” School, transferred to “B” school and graduated from B, you will need transcripts from both A and B schools. If you transferred from B school to C school, you will need A, B, and C transcripts.
<input type="checkbox"/>	<b>Personal Statement</b> Your personal statement must demonstrate a clear understanding of the FNP role and program.
<input type="checkbox"/>	<b>Resume</b>
<input type="checkbox"/>	<b>Proof of malpractice insurance (\$1,000,000/\$3,000,000)</b>
<input type="checkbox"/>	<b>A copy of current and unencumbered RN license</b>
<input type="checkbox"/>	<b>Two typed letters of recommendation from your manager and/or supervisor</b>
<input type="checkbox"/>	<b>Registration Form</b>
<input type="checkbox"/>	<b>Promise to Pay Form</b>

**Send ALL documents to the Online Admissions Processing Center in Maitland, FL**

Do NOT mail application materials to Sacred Heart University address in Fairfield, CT.

**Sacred Heart University Online Processing Center**  
851 Trafalgar Court – Suite 420 West, Maitland, FL 32751

**Toll Free 877-791-7181 • [onlineprograms.sacredheart.edu](http://onlineprograms.sacredheart.edu) • Toll Free Fax 877-791-7183**

Applicants for admission must possess a diploma in nursing or associate's degree from an accredited institution and give evidence of the ability and preparation necessary for the satisfactory completion of undergraduate work. Specific requirements differ among the programs and students are advised to consult the appropriate program descriptions in the Sacred Heart University Undergraduate/ Graduate Catalog(s). All documents submitted become the property of the University and cannot be returned or transferred.