



School of Nursing NCAS Application Process - BSN Program

Step 1

1. Complete application at: <http://nursingcas.liasoncas.com/>
2. Select appropriate "School Designation". If you are unable to locate UTMB in the search criteria, select only the Program and State filters.
3. Complete the following sections
 - Biographic Information
 - Personal Data
 - Background Information
 - Secondary School/Colleges Attended
 - Coursework
 - Professional Experience
 - Personal Statement
 - Privacy Statement
 - Designations
4. Pay appropriate application fees
5. Transcripts:
 - Official transcripts from each institution previously attended must be mailed directly from the issuing institution to NCAS at this address:
Nursing CAS Transcript Department PO Box 9201 Watertown, MA 02471
 - Please submit your transcript request early to ensure delivery by the application deadline date.
 - Use of the NCAS Transcript request form is highly recommended.
6. Routinely check application "Quick Status" to confirm all transcripts are received and verified. <https://portal.nursingcas.org>

Please send all questions to nursingcasinfo@nursingcas.org or call (617) 612-2880.

Step 2

Once your application is verified by NCAS (usually within 3-5 business days), you will receive an email notification with the link to the Supplemental Nursing Application.

1. Complete the supplemental application as instructed in the email notification. The UTMB specific application contains:
 - Socioeconomic Questions - Optional - if applying for Financial Aid, this information may be used to determine eligibility for institutional need based funding. You will not receive an error message by leaving the socioeconomic questions blank.
 - Core Residency Questions - Required - information provided will be used in determining residency status for tuition and fees purposes. Information about Texas residency for tuition and fees purposes is available residency information page on the College for All Texans website (<http://www.collegeforalltexans.com/>)
2. Enter the Application ID located at the top of the email message.
3. Pay appropriate Supplemental Application Fee.
4. BSN applicants must take the TEAS exam prior to the posted deadline. TEAS scores/transcript must be sent directly to UTMB from the testing service (ATI). Scores received from the applicant will not be considered official.
5. Additional requirements such as exam results indicating English Proficiency (TOEFL, IELTS), official evaluation of international coursework or degrees, immigration documentation, etc., will be noted on your “to do” list in the MySTAR Portal after the supplemental application is submitted and uploaded.
6. You will receive email communications with instructions and access information to the MySTAR Portal within five working days from the day you submit your Supplemental Application. If you do not receive this information, please contact Enrollment Services at Enrollment.Services@utmb.edu.
7. Routinely check [MySTAR](#) to confirm all supplemental materials are received and verified.

Please send questions to Enrollment Services at enrollment.services.edu or (409) 772-1215.