

Thank you for your interest in Bon Secours Memorial School of Nursing! You are about to begin an exciting new step towards your nursing career – a career which will be rewarding in many ways.

Below are steps required in the application process.

Online Application

The first step is to complete our on-line Application. Please review these instructions to ensure that your application is complete and all requirements are met.

You will mail all correspondence to:

*Admissions Office
Bon Secours Memorial School of Nursing
8550 Magellan Parkway, Suite 1100
Richmond, VA 23227*

Next, you will pay an application fee.

- \$50.00 nonrefundable application fee. This can be made payable by check to BSMSO, money order, or you may call our Bookkeeper at (804) 627-5324 between the hours of 9:00 a.m. and 3:00 p.m. to pay by credit card.
- Three (3) recommendations in sealed and signed envelopes using the required forms. ([Link to Reference Forms](#))
- An Admissions Essay (not to exceed 2 pages).
Please see the application instructions for more information.
- Official High School transcript. This is required even if you have attended or graduated from college.
Note: All international transcripts must be translated and evaluated by an international credential evaluation agency.
- Official transcripts from **ALL** colleges attended.
Note: All international transcripts must be translated and evaluated by an international credential evaluation agency.
- Official SAT or ACT scores, if you have taken these tests.
Note: If you are over the age of 22 or have 18 or more college credits from college, you are exempt from this requirement.
- Copy of Social Security card.

- English and Math Placement Tests from J. Sargeant Reynolds Community College (JSRCC), or other Virginia Community Colleges, if applicable. Please contact JSRCC (or if part of our Hampton Roads Clinical Site, your nearest community college) directly for testing information and exemptions.

Note: If you are over the age of 22 or have 18 or more college credits from college, you are exempt from this requirement.

Important Information on the Test of Essential Academic Skills (TEAS):

Bon Secours Memorial School of Nursing uses the Test of Essential Academic Skills (TEAS) in determination of admission. An applicant must receive a score of 60 or above on both the Math and Science sections of the TEAS in order to be considered for admission. The TEAS is a four hour test consisting of four sections: Math, Science, English and Reading.

You must register at the ATI website (www.atitesting.com) to be assigned an anonymous ID code in order to take the test at the School of Nursing. Please bring this code with you when you come in for testing, as you will not be able to test without it. The cost of the test is \$30.00, payable to Bon Secours Memorial School of Nursing at the time of the test. You can pay either by cash, check or credit card.

A study manual is available for the TEAS and it is a very valuable tool to assist you in preparing to take the test. You may purchase a copy for \$40.00 (cash, check, or credit card) by coming to the School of Nursing. Out-of-town applicants may request us to mail the study manual. Please call (804) 627-5300. You may also obtain the manual online through www.atitesting.com to order a copy.

If you are interested in an Online Practice Assessment, you can log onto atitesting.com/onlinestore. Click on ATI Test of Essential Academic Skills, review the information under the TEAS Online Practice Assessment section. The cost for this session is approximately \$30.

Students who spend time studying the TEAS study manual and taking the practice tests feel well prepared for the TEAS.

We will contact you with a choice of testing dates after we receive your application and application fee. The results of the TEAS test become part of your entire admissions application.

Begin Online Application:

To begin the online application, click “Apply Online Now” and follow the instructions – “Create Application”. Please make a note of your ID and password. If you are unable to complete your application at that time, you may use your login and password to complete it at a later date.

There are important notes to read for each page. Click on the “Help” button in the right hand corner for instructions on completing each page.

IMPORTANT: You must click “Save” or “Save and Continue” on each page or entry (i.e., if entering more than one educational institution before moving to the next page. Fill out the application completely. Missing information will delay the processing of your application.

Once you have entered in all the required information, click “Submit Application”. Once you click “Submit” you will no longer be able to access and edit the online application. You can, however, click the “Check My Application Status” link and log in with your ID and password to check your status. **If you have additional questions, please contact the Office of Admissions at 804-627-5339.**

Applications will not be considered complete until all required information including the application fee, transcript(s), reference forms and TEAS results are received.