

## NORTHERN BACCALAUREATE NURSING PROGRAM APPLICATION PROCESS CHECKLIST

Please read the following instructions carefully. If you have any questions, please contact the Office of the Registrar at (250) 960-6300 or email [nursing-admissions@unbc.ca](mailto:nursing-admissions@unbc.ca).

For information regarding the Bachelor of Science in Nursing program, including admission requirements, please see the following link:

<https://www.unbc.ca/nursing/northern-baccalaureate-nursing-program>

Application and all admission documents are due in the Office of the Registrar by **January 15<sup>th</sup>**.

### STEP 1. APPLY

- Complete and Submit an online UNBC Undergraduate Application at:**

<https://www.unbc.ca/apply/apply-now>

- Upload Statement of Interest (maximum two double-spaced pages)**

Please describe the reasons behind your desire to enter the nursing profession. Mention any special skills or talents you have that will enrich your future work as a nurse (e.g.: travel, volunteer, experiences, etc). It is important that your writing be specific rather than general. Additionally, you should check your writing for spelling, typographical, and grammatical errors. Please ensure your name is at the top of each page of your document.

If you have ever withdrawn from, interrupted, or been **required to withdraw** from a Nursing program, please include the name of the institution, date of withdrawal, and provide the details on a separate sheet of paper at the end of your Statement of Intent.

- Upload Detailed Resume/Curriculum Vitae outlining education, work, and volunteer experience**

- Complete and Upload Rural Remote Suitability Index Questionnaire Form**

Access the PDF fillable Rural Remote Suitability Index Questionnaire Form at:

<https://www.unbc.ca/nursing/northern-baccalaureate-nursing-program>

- Upload Proof of English Language Proficiency (optional)**

Applicants whose first language is not English must submit evidence of English language proficiency. For additional information, please see: <http://www.unbc.ca/calendar/undergraduate/international-admissions>.

- Upload Unofficial Transcripts (optional)**

**NORTHERN BACCALAUREATE NURSING PROGRAM APPLICATION PROCESS CHECKLIST (continued)**

**STEP 2. CONTACT YOUR REFEREES**

**Two Confidential Reference Forms**

Email a copy of the PDF fillable Reference Form to each of your referees. **Referees** should email the completed form to [nursing-admissions@unbc.ca](mailto:nursing-admissions@unbc.ca) by January 15<sup>th</sup>.

Access the PDF fillable Reference Form at:

<https://www.unbc.ca/nursing/northern-baccalaureate-nursing-program>

**STEP 3. Complete the CASPer Assessment**

- All applicants must complete the Computer-based Assessment for Sampling Personal Characteristics (CASPer) (Canadian Nursing) as part of the admission process. Your test score results will be forwarded to UNBC from CASPer.

CASPer is an online assessment tool that captures applicant's non-cognitive skills and interpersonal characteristics. Information and online registration are available on the CASPer website. Applicants who do not complete the CASPer assessment will not be considered for admission. CASPer results are valid for one year. Applicants who completed the assessment in previous years must retake it for the current application cycle.

The CASPer assessment tool is comprised of 12 sections of video and written scenarios. Following each scenario, you will be required to answer a set of probing questions under a time contract. You can review sample CASPer scenarios and view the test structure at <https://takecasper.com/>.

**STEP 4. SUBMIT OFFICIAL TRANSCRIPTS**

- Please contact each post-secondary institution that you have attended and make arrangements for the institution to mail or email your official transcript to UNBC as follows:

Office of the Registrar  
University of Northern British Columbia  
3333 University Way, Prince George, BC V2N 4Z9

Email: [nursing-admissions@unbc.ca](mailto:nursing-admissions@unbc.ca)

- Unofficial transcripts can be uploaded to your application prior to submission or emailed to [nursing-admissions@unbc.ca](mailto:nursing-admissions@unbc.ca).

**NORTHERN BACCALAUREATE NURSING PROGRAM APPLICATION PROCESS CHECKLIST (continued)**

**ADDITIONAL INFORMATION**

- It is highly recommended that applicants review the British Columbia College of Nurses and Midwives – Registration Requirements and the *Profile of a Newly Graduated Registered Nurse* on the British Columbia College of Nurses and Midwives website for information about entry-level registered nurse competencies, preparation and practice assumptions.

**POST ADMISSION REQUIREMENTS**

- Successful applicants to the Bachelor of Science in Nursing program will be required to complete a Criminal Record Check (CRC), Cardio Pulmonary Resuscitation – Health Care Provider (CPR-HCP) certification, proof of immunization and N95 mask fitting test.