

# TIPS FOR USING NURSING CAS (NCAS)

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Applying to OHSU

# Creating an Nursing CAS Account

- Create your NCAS account here:  
<http://www.nursingcas.org/>
- Review the instructions for submitting your NCAS application here:  
<https://portal.nursingcas.org/nursingHelpPages/instructions/>
- Specific instructions on how to navigate NCAS are available within each section of the application.
- For a list of Frequently Asked Questions section (FAQ's) section and a full set of instructions, please [click here](http://www.nursingcas.org/application-instructions.html).  
<http://www.nursingcas.org/application-instructions.html>

Once you create an account with NursingCAS, you can access your application as often as you need to and add programs.

# TIPS: NCAS Fees & Application Checklist

**Review the NursingCAS Checklist to track your progress.**

- [NursingCAS “Step-by-Step” Checklist \(PDF\)](#) to help ensure that you have completed the application process properly

**Apply Early.** NCAS encourages you to apply (or at least send in your transcripts) at least four weeks before the earliest deadline of the program(s) that you are applying to. This will allow the necessary time to verify and process your application.

## **NCAS Application Fees:**

### **Undergraduate Programs –**

- First school (designation) \$45.00
- Each additional school (designation) \$30.00

### **Graduate Programs –**

- First school (designation) \$65.00
- Each additional school (designation) \$35.00

# Transcripts for NCAS & OHSU

## FOR NCAS

Applicants need to submit official transcripts from all institutions attended to NCAS as part of the application submission.

- This allows OHSU to verify the coursework and academic history for each applicant.
- This also allows OHSU to review cumulative, science, and prerequisite GPA's which are part of the review of each applicant.

## FOR OHSU

Any admitted student will need to send this same set of transcripts to OHSU for the official student record.

**TIP: Order multiple transcripts from each institution at the beginning of this process for use throughout the application cycle.**

## NCAS: Coursework Entry & OHSU

Entering each course you have taken from every institution you have attended into NCAS is an important step in your application process in order to allow OHSU to review your required pre-requisite courses as well as tabulate GPA's required for the application review.

Course work entry can be a time consuming process depending on the amount of courses you need to enter.

- It takes an average of two hours to complete the course work section.
- You can save your work as you go along and come back to the application at a different time to finish up this section before you e-submit your application.
- Additionally, make sure you have a copy of your transcripts on hand when you work on this section.

## NCAS: Coursework Entry (Continued)

Entering coursework is a common and standard expectation for students applying to other health science programs too.

These include dentistry, physical therapy, pharmacy, public health, podiatry, veterinary, chiropractic, occupational therapy, physician's assistant, audiology, communications sciences, optometry, health administration, and naturopathic medicine.

- There are resources available to assist you with completing this section, including this short instructional video, [http://youtu.be/R\\_LqxDRuplY](http://youtu.be/R_LqxDRuplY), extensive [instructions](#), and [FAQs](#).
- If you would rather have NursingCAS enter in your course work data for you, then you have the option of paying a \$50 fee (regardless of the number of transcripts) to initiate the Coursework Entry Service. Read more about the service [here](#).

# Frequently Asked Questions

## Question 1:

“Where do I *upload my essay responses in NCAS?*”

- **Answer 1:** If your program requires an essay response, you will need to upload your response(s) to the **Personal Statement section** of your Nursing CAS account. Please visit our essays webpage to see if your program requires an essay (also called a personal statement) response [http://www.ohsu.edu/xd/education/schools/school-of-nursing/admissions/ap-essay.cfm?WT\\_rank=1](http://www.ohsu.edu/xd/education/schools/school-of-nursing/admissions/ap-essay.cfm?WT_rank=1).
- Once you have uploaded your essay to your personal statement section in NCAS you will need to go to the designations section of your NCAS account and attach the documents to OHSU.

## Question 2:

“Where do I *upload my supplemental document in NCAS?*”

- **Answer 2:** Upload the supplemental questions or any other similar document like your resume (if required) into the **document upload section** of your Nursing CAS account.
- All programs require the supplemental questions. Once you have uploaded your essay to your personal statement section in NCAS you will need to go to the designations section of your NCAS account and attach the documents to OHSU.

# Frequently Asked Questions

## Question 3:

“I’m applying to the Accelerated Bachelor’s to Master’s program”, but I cannot find that program on the Nursing-CAS list for *program designation*. Where can I find it?”

- **Answer 2:** In Nursing-CAS, in the program search section, you will select Graduate Programs in the “programs filter” tab. Then, select “ Oregon Health & Science University School of Nursing (graduate)”. **This program is considered graduate level**, not undergraduate.

## Question 4:

“I’m applying to one of your Graduate programs. I need to submit *3 letters of recommendation* from a supervisor, instructor, and co-worker. Do my references submit their letters on to Nursing-CAS, or do they send them to me and then I submit to them to Nursing-CAS?”

- **Answer 4:** In Nursing-CAS, you will designate 3 persons to write a letter of recommendation on your behalf electronically. An electronic recommendation form will automatically be sent from Nursing-CAS to your reference and they will receive instructions on how to complete the form and submit it to Nursing-CAS. They will not send you the letter for upload. They will send it directly to Nursing-CAS.



# Frequently Asked Questions – cont'd

## Question 5:

“I’m in the process of applying to one of your Nursing programs. How do I know within NCAS, *which sections are required* and which ones are optional for me to add my information? How do I know?”

- **Answer:** You will be prompted within Nursing-CAS to add or upload all required documents, transcripts, essay responses, questionnaires, etc. You can also refer to the Application Instructions document found at <http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/index.cfm>
- This document lists the steps on how to apply including all necessary materials for your application.

## Question 6

“I accidentally clicked submit for my application before I uploaded all of my documents. Can I still add them?”

- **Answer:** You will be able to add documents to your application all the way up until the program deadline. If your application is missing any information or documents when we process it, we will contact you and give you a chance to submit the missing item.

## NCAS Deadline – Vs- OHSU Deadlines

NCAS encourages applicants to submit their application and all required transcripts/materials at least **5 weeks prior** to the deadline for your designated program(s).

**All NCAS deadlines are  
11:59pm EASTERN time on the  
date identified by the school.**

## After you submit your NCAS application...

Once you create an account with NursingCAS, you can access your application as often as you need to review your materials and add programs.

- Use the Quick Status Menu options to check to see if your Transcript(s), Reference(s), or Payment(s) have been received after you submit them. To check to see which Designations you have selected (in other words programs you have applied to) by clicking on the Designations option under the Quick Status menu.
  - The GPA Calculations option under the Quick Status menu will display any **GPA calculations** NursingCAS has generated for you based on the coursework data you entered.
  - Your application has been “verified” once your GPA Calculations are complete.

## Final Tips

**Enter all Colleges Attended.** Enter all undergraduate, graduate, professional and foreign institutions that you have attended **even if it was only for a single course** or college credit awarded while you were in high school. **Official transcripts** will be necessary for all undergraduate, graduate and professional coursework (taken toward a bachelor's degree).

- Foreign coursework (non-Canadian) will need to be evaluated for U.S. equivalency. *See the international applicants web page at OHSU for more information: <http://www.ohsu.edu/xd/education/schools/school-of-nursing/admissions/applying/international-applicants.cfm>*

**Enter all College Level Coursework.** You must enter all coursework including courses in which you received a grade of “W” or “Inc.” Enter all in-progress and planned coursework. This will help programs decide if you are planning to take required courses in the future.

# Thank you for applying

- Please contact NCAS for questions that you have with using their system at:  
<https://portal.nursingcas.org/nursingHelpPages/contact-us/index.html>.
- Please contact the School of Nursing Admissions Office for questions that you have about the nursing application requirements at [proginfo@ohsu.edu](mailto:proginfo@ohsu.edu) or 503-494-7725.
  - Nursing Programs & Application Instructions:  
<http://www.ohsu.edu/xd/education/schools/school-of-nursing/programs/index.cfm>
  - School of Nursing Applying Web Page:  
<http://www.ohsu.edu/xd/education/schools/school-of-nursing/admissions/applying/index.cfm>.