

# RN Program Application Checklist of Supporting Documents

## REMINDERS:

- The department will not accept any documents that are not listed on the checklist. Personal statements, letters of recommendation, verification of employment and/or volunteer hours cannot be accepted and will be discarded.
- **Include all attachments together in one email sent to [gccnursing@glendale.edu](mailto:gccnursing@glendale.edu).**  
Use Subject line: **LastNameFirstName\_F2026 Application**

## 1 CHECKLIST OF SUPPORTING DOCUMENTS

Initial Here

This form must be submitted with your initials and signature along with other supporting documents listed below. Your initials confirm you have read each item and will provide all needed documents with your application.

**Use file name format: LastNameFirstName\_F2026 Checklist**

## 2 GCC ID NUMBER

Initial Here

All applicants must have a GCC ID number. If you do not have one, register at [www.glendale.edu/apply](http://www.glendale.edu/apply).

## 3 SSN / ITIN and PHOTO ID

Initial Here

Possession of a Social Security Card (SSN) or Individual Taxpayer Identification Number (ITIN) is required by the California State Board of Registered Nursing for licensure. Provide a copy of your SSN or ITIN card **and** a government-issued photo ID together on the same page. See sample image of this requirement.

**Use file name format: LastNameFirstName\_F2026 SSID**



Acceptable forms to verify SSN/ITIN (Only one needed from below)

- SSN/ITIN card, W-2 form, or most recent tax return

Acceptable forms to verify government-issued Photo ID (Only one needed from below)

- Driver's License, State ID, or Passport

## 4 REQUEST OFFICIAL TRANSCRIPTS

Initial Here

Request one (1) official transcript from each institution you have attended. If any of the colleges offer a district-wide transcript, submit one transcript from the district.

Requesting official transcripts includes:

- Official transcripts from Glendale Community College if any coursework was completed at GCC
- Transcripts from colleges where coursework is not related to Nursing
- Transcripts from colleges where transfer credit is reflected on another transcript

If you received a degree (i.e. AA/AS, BA/BS), make sure it is reflected on your transcript. Otherwise, provide proof of high school completion.

**--- This section is continued on the next page ---**

**How to send official transcripts:** Do not send transcripts to Admissions & Records. This could result in your application being delayed to the next application period. Use one of the following options to submit your transcripts to the Department of Nursing:

**PREFERRED METHOD: ELECTRONIC TRANSCRIPTS**

When requesting electronic transcripts, use [gcnursing@glendale.edu](mailto:gcnursing@glendale.edu) as the Intended Recipient. Request these to be sent prior to submitting your application.

**ALTERNATE METHOD: PAPER TRANSCRIPTS**

Enter the following address: **Glendale Community College**  
**ATTN: Department of Nursing**  
**1500 N. Verdugo Rd**  
**Glendale, CA 91208**

The department will receive my official transcripts from the following institutions:

	<b>Method of Delivery</b>	<b>Degree on Transcript</b> See Checklist item #5
1.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	<input type="checkbox"/> Electronic <input type="checkbox"/> Paper Confirmation No. _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 5 REQUEST HIGH SCHOOL COMPLETION

Initial Here

Do any of your transcripts show your college degree? (AA/AS, BA/BS, MA/MS)

- YES – This does not apply to you. Skip this step.
- NO – This applies to you. See instructions below

If you do not have a college degree, or it will be posted on your transcript after the application deadline, provide proof of completion of high school (or equivalent) using the following methods:

- **If high school (or equivalent) was completed in the United States**, use one (1) of the following options to show proof of completion:
  - a. A copy of your high school (or equivalent) diploma  
**Use file name format: LastNameFirstName\_F2026 HS**
  - b. One official high school (or equivalent) transcript
- **If high school (or equivalent) was completed outside the United States**, provide one (1) “General Report” from one of the following evaluators approved by GCC. Translations will not be accepted. Begin this request before you submit your application as it may take weeks for processing. You must choose between one of the following evaluators:
  - **World Evaluation Services, Inc.** [www.wes.org](http://www.wes.org)
  - **International Educational Research Foundation** [www.ierf.org](http://www.ierf.org)

## 6 REQUEST COURSE SYLLABUS

Initial Here

Did you complete any prerequisite courses at a private college OR outside of California?

- YES – This applies to you. See instructions below
- NO – This does not apply to you. Skip this step.

Request a course syllabus for each prerequisite course taken at a private college or outside of California. Contact the department of the college where you took the prerequisite to obtain the syllabus. Course descriptions will not be accepted. Failure to submit the course syllabus may result in your application being delayed to the next application period.

**Attach any syllabi using file name format: LastNameFirstName\_F2026 Course Name**

## 7 REQUEST AP TRANSCRIPTS

Initial Here

Are you using Advanced Placement (AP) credit for General Psychology, Freshman English, or eligibility for Intermediate Algebra?

- YES – This applies to you. See instructions below
- NO – This does not apply to you. Skip this step.

You must submit one (1) official Advanced Placement (AP) CollegeBoard Transcript which reflects that you received a score of 3 or higher. High school or college transcripts showing AP credit will not suffice.

**Provide a copy of your Individual Score Report using file name format: LastNameFirstName\_F2026 AP**

## 8 REQUEST INTERNATIONAL EVALUATION

Initial Here

Did you complete any college courses outside of the United States?

- YES – This applies to you. See instructions below
- NO – This does not apply to you. Skip this step

Provide one (1) “Detailed Report” from one of the following evaluators approved by GCC. Translations will not be accepted. Begin this request before you submit your application as it may take weeks for processing. You must choose between one of the following evaluators:

- **World Evaluation Services, Inc.** [www.wes.org](http://www.wes.org)
- **International Educational Research Foundation** [www.ierf.org](http://www.ierf.org)

Initial Here

Are you a veteran of the US Armed Forces?

- YES – This applies to you. See instructions below
- NO – This does not apply to you. Skip this step

Include a copy of your DD-214 as proof of honorable discharge.

Use file name format: **LastNameFirstName\_F2026 DD214**

By signing below, I confirm that:

- I have carefully reviewed the **List of Supporting Documents** and will submit all required documentation listed for a complete RN Program application.
- I understand that it is my responsibility to ensure that all required items are submitted via email to [gccnursing@glendale.edu](mailto:gccnursing@glendale.edu) by the application deadline.
- I understand that my application will be reviewed for eligibility only after all required documents are received.
- I understand that if any required materials are missing, it will result in my application being classified as "Incomplete."
- I understand that incomplete applications will not be processed during this application cycle and will not be reviewed until a future application period.

Printed Name

Signature

Date

Include all attachments **together in one email** sent to [gccnursing@glendale.edu](mailto:gccnursing@glendale.edu).

Use Subject line: **LastNameFirstName\_F2026 Application**



New Message

To | gccnursing@glendale.edu

Cc Bcc

Subject LastNameFirstName\_F2026 Application



### MUST INCLUDE

**SSN/ITIN & Photo ID:**

LastNameFirstName\_F2026 SSID

**Checklist of Supporting Documents:**

LastNameFirstName\_F2026 Checklist

### TRANSCRIPTS

Official transcripts should arrive directly to the department. Request these BEFORE submitting your application

### IF APPLICABLE

*Refer to grey boxes on the checklist to determine if it applies to you.*

**Course Syllabus:**

LastNameFirstName\_F2026 ENG101

**AP CollegeBoard Individual Score Report:**

LastNameFirstName\_F2026 AP

**High School Diploma:**

LastNameFirstName\_F2026 HS

**DD-214 (Veterans Only):**

LastNameFirstName\_F2026 DD214