

Imperial Valley College Nursing Program Transfer Procedures

To be able to transfer into the RN or LVN Programs, you must meet all admission criteria and submit the nursing application packet and transfer forms. Transfer forms include completion of the **'Request for Acceptance as a Transfer Student'** and **'Transfer Student Verification Form'**. The Transfer Student Verification Form must be signed by the previous program director.

Required documentation includes the application, signed transfer forms, unofficial transcripts from all colleges attended, copy of College Board AP scores, copies of course descriptions from all nursing courses completed, and the ATI TEAS Pre-entrance test results. A letter from the applicant to the program director is requested describing the reason for the transfer.

Deadline: Applications are accepted March 1-31 and submitted to the Nursing Department, Office 2155 in the 2100 Health Sciences Building.

Advisement: The IVC Nursing Program Counselor can guide students on program and course requirements. Stella Orfanos-Woo is located in the Counseling Office, Building 100, and can be reached by calling 760-355-6543 for appointments, or by email stella.orfanos-woo@imperial.edu

Request for Acceptance as a Transfer Student

Student's Name _____ G# _____

Address _____

City / State / Zip _____

Contact Phone _____ Email _____

[] I wish to be considered as a Transfer Applicant for the IVC Nursing Program - RN / LVN
Initial

[] I assume responsibility for providing the information requested below and understand that failure
Initial to complete this process automatically disqualifies me.

Submit the following to the Nursing Office:

- Application for the RN / LVN Program with attachments.
- Unofficial transcripts and grades of all college work completed (excluding IVC)
- Copies of course outlines and syllabi from all completed nursing courses
- Verification Form (page 2) signed by the previous Program Director
- A letter to the IVC Program Director requesting transfer and acceptance into program. Include your name, address, phone number, and email or other contact information.

List all colleges attended:

_____	_____
_____	_____
_____	_____

Mail, email or hand-deliver all information on Request for Transfer and Verification forms to:

Imperial Valley College Nursing Department
380 East Aten Road
Imperial, CA 92251
760-355-6348

Transfer Student Verification Form

This form is required of students requesting to transfer to the IVC Nursing Program from a previous nursing program. Student completes the following:

Name(s) of Student:	
Social Security #:	
Phone Number(s):	
Address:	
Name of Previous Institution Attended:	
Type of Program Attended:	
Dates of Enrollment:	

Please check all applicable areas and attach additional information if needed:

- I withdrew from the nursing following courses: _____
- I was dropped from the following nursing courses: _____
- I was not successful in completing the following nursing courses: _____
- I am eligible for re-entry in my former program. Yes No
- I am in good standing in my former program. Yes No

Student's Signature: _____ **Date:** _____

Former Program Director to Complete:

- I verify that the above information is correct.
- I verify that the above student's performance in clinical rotations was deemed safe and satisfactory.

If the information above is not correct or if there were any issues in regards to safety or if you feel the need to comment, please indicate below or contact the IVC Nursing Department at 760-355-6348.

Name (print): _____

Signature: _____ **Date:** _____
