**Subject: Indiana State Board of Nursing (ISBON) Application Schedule for Graduates**

**PLEASE READ - VERY IMPORTANT INFORMATION**

Dear Students:

**IPFW May nursing graduates** are scheduled to mail in their Indiana Application for Licensure by Examination for Graduates of U.S. Nursing Schools during a designated week each spring. This schedule will **ONLY apply to May graduates**.

**IPFW December graduates** may continue to send applications closer to their completion of Virtual ATI.

By submitting applications early, students will schedule their criminal background checks and pay their NCLEX fees prior to graduation. This would also allow the Indiana State Board of Nursing (ISBON) to set personal appearances for any individual who may require an appointment to discuss arrest records, etc. prior to graduation rather than after. The goal is that the Certificate of Completion will be the only outstanding paperwork requirement following graduation to make students eligible for the testing.

The application and check for payment should be paper clipped to the application. Please tape your photograph securely to the second page of the application. The third page (Certificate of Completion) will be sent separately by the school after all requirements for graduation are met, including Virtual ATI. Please ensure that the second page of the application is signed and dated. If you answer “Yes” to any of the questions on page two, submit a statement that it is legible. Students should read the information on the ISBN website regarding name changes and submit appropriate documentation regarding this as well with their application. Also, make sure your e-mail address is complete and legible. These small tasks go a long way due ensure that your application is processed in a timely manner.

Students should not call for a status for at least a month after submitting their application. All correspondence from ISBON staff is sent via email and students will receive an email to complete their criminal background check and pay their NCLEX application fee once their application has been entered into the system.

In summary:

- Mail in your state board application between designated dates noting the following:
  - Type or print e-mail address legibly
  - If you answer “Yes” to any question on page 2, include a legible statement with your application
  - Sign and date application on page 2
  - Tape photo securely to page 2
  - Paper clip check ($50) to application
  - Do not send in page 3, it will be sent in by the school after all requirements for graduation are met and Virtual ATI is completed

You will be notified by e-mail when it is time for fingerprinting for background check.

You can submit your NCLEX application online ($200 fee) at any time, but if you answered “Yes” to a question on page 2 you might want to wait until you hear from the ISBN about your eligibility to test.

When all paperwork is completed, you will be notified by e-mail with your Authorization to Test (ATT). You will then schedule your test with an authorized testing center. Finally, you will successfully take your test.

Thank you for your cooperation in this process.