



Required Documents for Registered Nurse Applicant

- Current Resume – detailed resume which should include applicant’s complete name and all other names used (including those by previous marriage), permanent address, date and place of birth, parents’ names and their date and place of birth (if deceased, provide date of death), spouse and child(ren) names and their date and place of birth, former spouse’s names and their date and place of birth, date and place of termination of marriage, applicant’s names of high schools, colleges and universities attended, fields of study, degrees and certificates received, present employer and work experience listing detailed job description.
- Copy of College Transcript.
- Copy of College Diploma.
- Copy of Foreign RN Licensure in the original county of licensure.
- Copies of all other RN Licenses.
- Copy of Birth Certificate (translated into English).
- If applicable, copy of Marriage Certificate (translated into English).
- If applicable, copy of Birth Certificate of Spouse (translated into English).
- If applicable, copy of Birth Certificates of Children (translated into English).
- If applicable, copy of Passport of Spouse (translated into English).
- If applicable, copy of Passports of Children (translated into English).
- If applicable, any Divorce Decree (translated into English).
- At least three (3) passport photos.
- Copy of International Commission on Healthcare Professionals (IChP), will show passing of the required exams and certificates:
 - CGFNS Qualifying Exam or CGFNS Certificate (dated before 1999)
 - TOEFL/TWE
 - CGFNS Permanent Certificate
 - TSE or MELAB
 - NCLEX
 - Copy of State License
 - Copy of Recent In-Services