

Electronic Application Instructions

LSC-Kingwood & LSC-Montgomery LVN Programs

Application period: 3/2/2020 - 5/8/2020, 4pm

Transfer Students: Please call your LSC campus regarding the GPA error message.

How to Apply:

Navigate to: <https://webapps1.lonestar.edu/HealthOccupationsOnlineApp/>

- Choose the program
 - Log in with your username and password
1. Review the **Requirements tab** to see what items you may still need. **Click FAQ** for general questions & answers.
 2. **Click on the Application tab to review your Application Page. Click FAQ for general questions and answers. BE SURE to read and understand the HepB titer requirements. It is a 7 month process.**
If any of your personal information has changed, please **STOP NOW** and go to www.lonestar.edu. Log into your MyLonestar account. Click in the **Personal Info** box on the left to view and update your name, address and phone numbers. Applicants seeking licensure by the Texas Board of Nursing **MUST** provide **CURRENT** demographic data, including name, address, phone numbers and Social Security number. Once updated, return to the application page to:
 - Complete the remaining highlighted sections on the application.
 - Add any colleges or universities attended.
 - Read the disclaimer and **TYPE YOUR NAME** in the box at the bottom of the page to accept.
 - Click **SAVE for LATER**.
 3. **Click the Score Sheet tab to review your Score Sheet** – If there are any errors or missing items, please contact your first choice campus at the number or email listed below.

LSC – Kingwood	281-312-1683	Valerie.T.Aguirre@Lonestar.edu
LSC – Montgomery	936-273-7012	Kaitlin.D.Long@Lonestar.edu

After all issues are resolved, read the statement at the bottom, then **TYPE YOUR NAME** into the box as it appears. Click **SAVE for LATER**. **Click FAQ to view general questions and answers.**

4. **Click the Document Uploading tab** – Scan and upload the following documents into their separate drop boxes: Questions? **Check the FAQ tab for more information.** Documents must be in PDF format.
 - **FERPA form** – Please print, read, print name at the top, then sign, date and provide student ID#. <http://www.lonestar.edu/14570.htm>
 - **Credit Advising Transcript** – How to get your **Current** Credit Advising Transcript:
 - Log into your **“MyLonestar”** account. (Username & Password assistance: 832-813-6600)
 - Click on the **“Student”** icon
 - Click on the **“Academic Records”** icon
 - Select **“View Unofficial Transcript”**
 - Select **“Advising Transcript”** in the Report Type drop-down menu.
 - Click **“Submit”**. The report will open as a .pdf. Print or save, then scan and upload.
 - **Proof of Hep B quantitative titer (Please read details on Application Page).**
 - **High School Diploma, Transcript or GED (ALL nursing applicants must provide this documentation).**
5. **SUBMIT - Return to the bottom of the Application Page to find the SUBMIT Button. All documents must be uploaded and both signatures present before the SUBMIT button becomes available.**

Changes **CANNOT** be made to the application once the SUBMIT button is used.