



INTERAMERICAN UNIVERSITY OF PUERTO RICO
METROPOLITAN CAMPUS
SCIENCE AND TECHNOLOGY FACULTY
CARMEN TORRES DE TIBURCIO DEPARTMENT OF NURSING

PROCESS TO APPLY FOR THE NCLEX-RN LICENSURE

NOTE: Due to the COVID-19 pandemic, all processes will be completed electronically:

1. Applicants must request an [application for graduation associate & bachelors certificate](#) from the registrar's office. Correspondence fee payments of (\$100) must be made through the bursar's office and the form returned with receipt of payment to the registrar's office. Scan your request and e-mail it to eimorales@metro.inter.edu (Registers) and sllorens@metro.inter.edu (Bursar).
2. Prior to starting the process of applying for the NCLEX, the applicant must wait until they have received their certificate of graduation by mail; allow 6-8 weeks from the date of request. Please note that this process may take longer depending on the number of applicants that apply for graduation.
3. To begin the NCLEX licensure process, search the particular [state board of nursing](#) website for applications **where you wish** to be licensed/registered.
4. Complete and submit an application for licensure/registration to the state nursing regulatory board (NRB).
5. Meet all the (NRB) eligibility requirements to take the NCLEX Examination.
6. Register and pay for the NCLEX examination with [Pearson VUE](#) to schedule your NCLEX testing location. Correspondence from Pearson VUE will only be available via email. **Nursing Program Code: PR99F00000**

Pearson Professional Centers

Calle C 475, DASE Building - Suite 502
Los Frailes Industrial, Guaynabo, 00969
787-523-0107

7. NCLEX documentation that must be completed by the Nursing Department must be sent through email to malikajames@intermetro.edu. The applicant must provide a copy of the following documents:
 - ✓ State nursing board application
 - ✓ Certificate of Graduation
 - ✓ Copy of unofficial transcript (with conferred graduation date)
8. The registrar's office will send these official documents directly to the nursing board; please allow 7-10 business days. These documents will not be returned to

the applicant. The applicant is advised to follow up with the state nursing board or credential agencies for status on document arrival and processing.

9. **Transcript request:** Active students may request official transcripts through their **INTERWEB account**, that is, if the applicant has not interrupted their most recent studies for more than four trimesters.

- Inactive, former students and alumni **without** an active INTERWEB account can:

- ✓ Pick up a transcript request form from the Registrar's Office or/ print the [transcript request form](#).

- ✓ To submit your request, you may:

Fax your request to (787) 620-2083

Mail in your request to:

Universidad Interamericana de Puerto Rico
Recinto Metropolitano
Oficina de Recaudaciones
PO Box 191293 San Juan, PR 00919-1293

or **scan your request and e-mail it to** sllorens@metro.inter.edu

- Please allow up to 7-10 business days to process your transcript request. At the end of the trimester, the processing time may take longer because of heavy volume; take in account the processing and mailing time when making a request.
- Additionally, you can request **USPS express mail** services to track your documents.

10. After the nursing regulatory body (NRB) declares you eligible, you will receive an Authorization to Test (ATT) email. With the ATT email you will be able to schedule an appointment date to take the NCLEX.

11. **Credential Evaluation Service:** Some states may require a third-party credentials evaluation (CES). This evaluation provides a detailed analysis of the nursing education received by the applicant.

a. If the state requires a **CES**, go to the credentials evaluation servicers (CES) webpage that the nursing board requires and complete the online application.

b. Submit the following documents that must be completed by the Nursing Department; sent through email to malikajames@intermetro.edu.

The applicant must provide a copy of the following documents:

- Credentials Evaluation Application
- Certificate of Graduation
- Copy of unofficial transcript (with graduation date conferred)

12. **English Proficiency Test:** If the state requires an English Proficiency Test as a Foreign Language.

- a. Go to [TOEFL](#) to begin the application process. The TOEFL iBT® test, is a computerized based test, at ETS-authorized test centers that measures academic English skills. Find [testing locations](#) and dates **in Puerto Rico**. Here's a [TOEFL Free Resource](#) from Kaplan Nursing that will give you a peek into the real TOEFL exam, helping you to determine your current level.