



## NMI BOARD OF NURSING

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# Requirements for Licensure by Examination (for Foreign Applicants)

## GENERAL INFORMATION

1. Submit the **non-refundable fee of \$170 (USD)**.
2. **Upload certified and true copy of Birth Certificate.** Upload certified and true copy of marriage certificate if your name changed due to marriage OR if divorced, submit a divorce decree showing name change.
3. **Upload an original U.S. passport type (2"x2" size) photo** with white background taken within the past 6 months & must have a visible signature on the front bottom portion of the photo. Colored background will NOT be accepted.
4. **Upload a photocopy of your passport.**
5. **Official College transcript of record and the required Certificate of Related Learning Experience (CRLE) must be mailed directly from your nursing school.** Documents will not be considered official if it is uploaded directly on the portal, does not have the official seal or authentication stamp(s) affixed. **Foreign Applicant(s) must have completed a Bachelor of Science in Nursing (BSN) program.**
  - a. **Official College transcript must specify of the PHARMACOLOGY course.** If integrated with other course, it must be identified separately on the transcript
6. **High School Transcript:** An applicant may upload his/her transcript on the portal, but it must have school's seal or authentication stamp(s) affixed.
7. **Change of address and / or name: An applicant may update address and name on the portal.** Must upload legal proof of change in name such as a certified and true copy of your marriage certificate or court order. If an applicant does not provide any updates, information on the latest application will be followed.
8. **If an applicant completed his/her BSN more than ten (10) years prior to application submission, a certificate of employment (COE) must accompany the application.** The COE must be on a company letterhead with an affixed signature of the company's representative. The COE must be specific to any nursing related field within the past five (5) years upon submission of application.
  - a. If an applicant is unable to provide the COE, the applicant must complete either of

following board approved refresher course list

- i. <https://www.kaptest.com/nclex/nclex-rn-live-online/scheduler?deliveryStyle=all+Online+and+In+Person+classes&distance=10&sortBy=startDate&zip=10018>
- ii. <https://www.nurserefresher.org/>

### **UPON APPROVAL BY THE BOARD**

- **Your will receive your eligibility and you must register with Pearson Vue to take the NCLEX (National Council Licensure Examination) and pay the required fee.** You can register for the exam through one of the following:
  - Web site at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex)
  - Telephone by calling NCLEX Candidate Services at 1-866-895-9016.
- You will receive your Authorization to Test (ATT) by email. You must have your ATT for entry upon arrival at the exam test center. You will not be admitted without the ATT. Follow instructions.

**The email address indicated on the NCLEX APPLICATION MUST BE THE SAME WHEN REGISTERING WITH PEARSONVUE.**

- **You have to schedule for the exam upon receipt of your ATT.** You can choose your date provided there's space availability. Your ATT has an expiration date so please avoid unnecessary delays. **No extensions will be granted if your passport (international takers) is expired.** This is the candidate's responsibility to ensure that photo identification is valid.
- **After you sit for the exam and pass, you will be issued a license number electronically.** The NMI Board of Nursing has discontinued the issuance of license cards. However, you may request for a license card by paying the required fee by visiting our website at [www.nmibon.info](http://www.nmibon.info).