

Master of Science in Nursing (MS) Application: Applying Online to the University of Washington and the UW School of Nursing

IMPORTANT NOTE: NON-NATIVE ENGLISH SPEAKERS AND INTERNATIONAL APPLICANTS

All non-native speakers of English:

- may be required to submit minimum or better English language proficiency scores. For more information, see: <http://nursing.uw.edu/admissions/international/english#msphd>

All international applicants should visit the School of Nursing web site for more information: <http://nursing.uw.edu/admissions/international/grad>.

The University of Washington School of Nursing and Graduate School use a combined online application for graduate programs. Please read through these directions thoroughly before you begin the process – this will help facilitate sending in the appropriate application materials and prevent unnecessary frustrations.

There is a \$75 UW Graduate School application fee. Should you be offered admission, you will also pay a \$69 fee to have your background check run at that time (fees subject to change).

During the application process, you will need to complete forms online as well as upload documents from your computer to the online application. To do this, you will need a PDF (Portable Document Format) reader such as Adobe Acrobat Reader, as well as PDF writing software. For more information about PDFs and downloading the software, please go to: <http://nursing.uw.edu/admissions/pdf>.

Once you have submitted a complete application online, you will submit a complete copy of your application packet along with official transcripts to the School of Nursing.

Before Beginning Your Application

1. Order your transcripts.

In the application packet you submit to the School of Nursing, you must include **one (1) copy of an official transcript** from each post-secondary school you have attended, regardless of whether you earned a degree or not. Have these official transcripts **sent to you** in sealed envelopes. If you are a current University of Washington student or attended the University in the past you **MUST** submit an official UW transcript with your application.

Effective September 2011, the UW Graduate School requires all applicants to upload unofficial transcripts in the online application at the time of application. Additionally, if and when you are offered admission to your program and wish to accept, you will be asked to provide an official final degree transcript to the Graduate School (the Graduate School will tell you which official transcript to submit). See the Graduate School website for more information: <http://www.grad.washington.edu/admissions/faq/applying.shtml#transcript>

If you are re-applying to the School of Nursing you must submit **all new** materials with your application, including transcripts. **We will not copy any materials, including transcripts, previously submitted to the UW School of Nursing.** Applications missing any piece outlined on the application and application instructions are considered incomplete and will not be reviewed by the admissions committee.

- 2.** If applicable, request that English proficiency scores, including separate spoken English scores, **be sent to the University of Washington.** Applicants should also submit copies of scores directly to the School of Nursing with the application packet.

Completing Your Application

1. Create Your Online Application Profile

The combined School of Nursing and UW Graduate School application can be found at:
<https://www.grad.washington.edu/applForAdmiss/>

Select “Nursing – Seattle Campus (MS).” Under “Select area(s) of interest,” choose either “Clinical Informatics” or “Other.”

2. Letters of Recommendation

You will be asked to identify your recommenders when you apply. These people will be sent an e-mail requesting that they complete a specific recommendation form online. The School of Nursing will then access these letters and add them to the application packet you submit to the School of Nursing. If your recommenders do not use e-mail, contact Academic Services at the School of Nursing as soon as possible (206-543-8736, sonas@uw.edu).

Required are: two (2) references who can comment on your academic ability and a third reference who can provide work-related (practice) information. References should be current, from within the last two (2) years. The School of Nursing will access your completed letters of recommendation online.

Your reference persons will be sent an e-mail asking them to address the following criteria. You may wish to make time to sit down and discuss the letter of recommendation with each of your recommenders.

- a. Each recommender will first be asked:
 - How long have you known this applicant and in what capacity?
 - In making this evaluation, what group are you using as a basis for comparison?
 - Admission to graduate study in Nursing – Seattle Campus (MS) at the University of Washington is: Strongly recommended/Recommended/Recommended with reservations/Not recommended/Unable to respond (the recommender will select one response)
- b. Next, each recommender will respond to the following:
This recommendation is an important part of the admission file. We would appreciate your impression of the applicant as related to the following five criteria:
 - Ability as a scholar
 - Clinical nursing competence (for applicants with nursing backgrounds only)
 - Teaching and supervisory potential or ability
 - Personality, integrity and ability
 - Potential for research and professional development

3. Resume

Submit a resume describing life experiences, including professional, volunteer, and community activities. Include any leadership roles, professional activities, consultation work, research, teaching experiences, special achievements, and experiences working with underserved and underrepresented populations. The resume should not exceed four (4) pages and should be saved as a PDF document.

Applicant resumes are often the weakest part of their applications. MS applicants should keep these points in mind:

- The School of Nursing is interested in knowing about a wide spectrum of relevant experience, both formal and informal.
- Of particular interest to the Admissions Committee are examples of leadership, teaching (formal and informal), community service and volunteer work, special projects or consultations, and research involvement at any level.
- The Admissions Committee looks for evidence of independent decision-making skills and responsibilities.
- Explain any breaks in employment or education.
- Do not only give position titles; be specific about the responsibilities involved in experiences.

Use the following tips to present the strongest resume possible:

- PROOFREAD for errors, including your phone number. Ask someone else to proofread as well, because he or she will sometimes catch errors you miss during your own review.
- Use your full name, address, and phone number at the top of your first page. If your resume is longer than one page, make sure your name is at the top of any additional pages.
- Always include dates of employment/activity for each position on your resume.
- Use easy-to-read fonts.
- Use plain resume stock paper in a pale color. Marble stationary and dark colored paper detract from the professionalism of your resume and do not copy or fax well.

4. Admissions Questions

Save your responses to the admissions questions in a word processor document and cut and paste the answers into the online application. Each response should be 250-300 words.

1. What are your reasons for pursuing the Master of Science degree?
2. What current research interests in nursing do you want to study in the Master of Science program?
3. Describe your participation in research-related activities.
4. Identify, if known, any particular School of Nursing faculty with whom you would like to work.
5. What are your career goals after completing the Master of Science program?

Save a copy of your final answers to the admissions questions in a document outside of the online application. You will need to print out and mail in your answers to these questions, and you WILL NOT be able to print out the questions from the form fields once you have submitted your application to the Graduate School.

5. Supplemental Form

Download the School of Nursing Supplemental Application Form and save this interactive PDF to your computer: <http://nursing.uw.edu/admissions/supplemental-app>. Fill in the requested information, save the form and upload this to the online application when prompted to do so.

6. Background Check

When you apply to the UW School of Nursing, you are required to disclose details of your conviction/criminal history on the *Background Check, Authorization for Repeat Background Checks, and Dissemination of Results Form*. Because a conviction may appear on your record even if you believe it to have been expunged, you are encouraged to disclose all convictions. **Failure to self-disclose criminal history that appears on a background check renders an applicant ineligible for admission.**

Download the School of Nursing background check form at: <http://nursing.uw.edu/admissions/bgcheck>

Upon admittance to the School of Nursing, you are required to get a background check through an online service, Verified Credentials, Inc. All admitted applicants will pay \$69 for this service. **Do not run this check prior to being admitted. If a check is run too early, you will be asked to run the check again after admissions decisions are finalized.** More information will appear in your admittance letter.

IMPORTANT NOTE: BEFORE YOU SUBMIT THE ONLINE APPLICATION

Once you submit your application electronically, with the exception of the one-page Graduate School application form, you will NOT be able to return to your online application to print out individual pieces. **It is essential that you save copies on your own computer of your resume, admissions questions responses, School of Nursing Supplemental Application form, and the School of Nursing Background Check, Authorization for Repeat Background Checks, and Dissemination of Results Form.** You will need to print out copies of these to submit to the School of Nursing with your official transcripts.

After Submitting Your Online Application

Along with the electronic submission, you must mail or bring the following items to the School of Nursing in one packet, free of staples, clips or any other type of binder. **Incomplete applications are not considered for admission.**

- The UW Graduate School application form, signed in the bottom section
- The School of Nursing Supplemental Application form
- Official, sealed transcripts from all post-secondary school you have attended (including the University of Washington), whether or not a school granted you a degree
- Resume
- Responses to the admissions questions
- School of Nursing background check form
- Photocopies of English competency scores, including separate spoken English scores (if applicable)

Mail materials to:

University of Washington School of Nursing
Academic Services
Box 357260
Seattle, WA 98195-7260

Application materials must be received by the School of Nursing **no later than 5:00pm PST on January 17, 2012.** Applications will not be considered for admission if they are:

- postmarked January 17, 2012 or later
- incomplete or not signed

To ensure your application materials are complete, you may check the status of your application via the UW Graduate School web site, which you used to submit your online application (see *Completing Your Application: Create Your Online Profile*). Due to the large number of applications the School receives, you may need to allow one (1) business week or more for the status of your transcripts and the mailed copy of your application to be updated. The statuses of your letters of recommendation are updated immediate upon online submission by the writer.

If you are offered admission and you wish to accept the offer of admission, you will be contacted and asked to submit an official final degree transcript to the UW Graduate School (the Graduate School will tell you which one to submit).