

It is your responsibility as an applicant to be aware of all relevant application requirements. If you have questions that are not answered in these instructions or on the School of Nursing website (<http://nursing.uw.edu>), contact Academic Services at (206) 543-8736 or email sonas@uw.edu.

Questions about the online Graduate School application should be directed to (206) 685-2630 or uwgrad@uw.edu.

Before Beginning Your Application

Make sure you are eligible to apply to the Doctor of Philosophy in Nursing Science (PhD) program. You must have:

- A minimum cumulative Grade Point Average (GPA) of 3.0 for the last 90 **graded college/university quarter hour credits** you completed
- An in-process or earned baccalaureate degree from an accredited university (this does not need to be a nursing degree)
- Proof of English language proficiency if your native language is not English:
<http://nursing.uw.edu/admissions/english>
- International applicants planning to take clinical courses must have an active, unrestricted U.S. registered nurse (RN) license:
<http://nursing.uw.edu/admissions/international/grad>. **This is not required if you do not plan to enroll in clinical nursing (NCLIN) courses.**

We do not require GRE scores for any of our graduate degree applications.

Deadline

The deadline for Autumn 2013 admission is 5:00pm, January 15, 2013. Applications postmarked 1/15/2013 or received after the deadline will not be accepted.

Military applicants must apply by October 1 to accommodate Federal Government requirements.

How to Apply

There is a fee to apply to the University of Washington Graduate School. See <https://www.grad.washington.edu/applForAdmiss/> for fees and application procedures.

If you are admitted to the PhD program and accept our offer of admission, you are required to pay to run a background check through Verified Credentials, Inc.

During the application process, you will complete PDF forms and upload documents to your online application. You will use programs such as Adobe Reader (free download) as well as PDF-writing software. For more information see <http://nursing.uw.edu/admissions/pdf>.

Save each of the application pieces in files/documents outside of the online application. You need to print these to include in the application packet you will send to the School of Nursing. Once you have submitted your online application you will **NOT** be able to return to your profile to print these documents.

Once you have submitted your online application, send the **completed, printed, and signed** application and printed copies of all supporting documents by the deadline to:

Academic Services
University of Washington School of Nursing
Box 357260
1959 NE Pacific Street
Seattle, WA 98195-7260

Applications may also be dropped off in person:

Health Sciences Building
T-Wing, Room T-301

Applications missing any piece outlined on the application checklist are considered incomplete and will not be reviewed.

Do not send materials not requested on the application checklist, such as CDs, portfolios, or photographs. These items will not be considered.

Reapplicants

If you are reapplying to the UW School of Nursing you must re-submit **all new** materials with your application, including official transcripts. **We will not copy materials previously submitted to the UW School of Nursing.**

Non-Native English Speakers and International Applicants

Non-native English speakers may be required to submit English language proficiency scores. If you do not meet the minimum scores **you are NOT eligible to apply to the PhD program**. For more information, see:

<http://nursing.uw.edu/admissions/international/english#msphd>

Request that English proficiency scores be sent to the **University of Washington** (the UW Institution Code is 4854). You should also submit copies of scores to the School of Nursing in your application packet.

Transcripts

You will submit 1 set of **official transcripts** with your School of Nursing application from **every** college or university you have ever attended – regardless of whether or not you earned a degree there. Have your official transcripts sent to you in sealed envelopes so you can include them with the application packet you send to the School. **Current and former UW students must include an official UW transcript with their applications.**

The UW Graduate School requires that all applicants upload unofficial transcripts to their online application when you apply. If you are offered admission to the PhD program, you will be asked to provide an official final degree transcript to the Graduate School (the Grad School will tell you which official transcript to submit). For more information, see

<http://www.grad.washington.edu/admissions/fag/applying.shtml#transcript>

Letters of Recommendation

You will be asked to identify your recommenders when you apply. They will receive an email requesting that they complete an online form. **If your recommenders do not use email**, contact Academic Services in the School of Nursing as soon as possible: (206) 543-8736, sonas@uw.edu.

You must have 3 letters of recommendation:

1. An academic recommendation
2. A recommendation from a work or research supervisor
3. Either an academic or professional

Recommendations should be current (from within the past 2 years). The School of Nursing will access your completed

letters of recommendation online after you have submitted your application.

You may wish to sit down with your recommenders ahead of time to discuss the questions they will respond to. Your references will be sent an email asking them to address the following questions:

1. How long have you known this applicant and in what capacity?
2. In making this evaluation, what group are you using as a basis for comparison?
3. Admission to graduate study in Nursing Science (PhD) – Seattle campus at the University of Washington is (select one of the following):
 - Strongly recommended
 - Recommended
 - Recommended with reservations
 - Not recommended
 - Unable to respond

Next, each recommender will be asked to rate you on the following criteria, ranging from “Below Average (lower 50%)” up to “Truly Exceptional”:

- Originality
- Research ability
- General knowledge and scientific background
- Ability to exchange ideas (verbal)
- Ability to exchange ideas (written)
- Familiarity with professional literature
- Proficiency with laboratory work, if relevant
- Proficiency in clinical work, if relevant
- Proficiency in teaching, if relevant
- Perseverance in pursuing goals

Finally, your recommender will respond to the following:

- *The principle goal of the program is to prepare persons to contribute to the advancement of knowledge in the field and profession. It is anticipated that graduates of the Doctoral program will assume leadership positions in teaching and research, including clinical and program evaluation research. With that in mind, please also answer the following two questions. Please refrain from mentioning the applicant by name in this portion of the reference.*

Describe the applicant’s strengths, which you consider important in judging the applicant’s potential for:

- a. *Completing the PhD program, and*
- b. *A successful research career in nursing*

Describe major weaknesses which you would consider important in judging the applicant's potential for:

- a. Completing the PhD program, and
- b. A successful research career in nursing

School of Nursing Required Supplement

Download the School of Nursing Required Supplement form and save this to your computer:

<http://nursing.uw.edu/admissions/supplemental-app>.

Complete the requested information, save the PDF, and upload this to your online application in the "School of Nursing Required Supplement" section.

See the last page of these instructions for help on completing this form.

Curriculum Vitae (CV)

Submit a copy of your current curriculum vitae. Include all significant employment for the past 10 years, listing the most recent employment first. List employment that is over 10 years old if you feel it is relevant. In addition, list:

- Research experience, including experiences outside of employment
- All scholastic or related honors (awards, prizes, honors, scholarships, membership in academic societies, etc.)
- Recent significant community activities, describing any leadership responsibilities
- Membership in professional organizations, describing significant participation during the last 5 years
- ALL published work; give complete references, including publisher and date of publication
- Significant unpublished work (theses, papers presented at conferences, other professional writings)

Print your CV on plain printer paper. Marbled stationary and dark colored paper decrease the professionalism of your CV and do not copy or fax well.

Statement of Goals and Research Interests

You are asked to write and upload to your application a 2-part essay as follows. This essay is evaluated on the basis of your ability to follow instructions, writing/composition, clarity of thought, and the content of your responses to the questions.

Please answer each question thoroughly. Do not skip any question or portion of a question, and format the document as requested. **Each part** of the essay should be approximately 2 double-spaced typed pages. Please include references on a separate page, and upload all documents into your application.

Part 1: Tell the Admissions Committee about your background and qualifications: How has your prior education prepared you for doctoral study? (As part of your response, please comment on specific courses you believe contributed to your readiness for doctoral study.)

- Describe significant professional and life experiences that have contributed to your development and to your interest in pursuing a research doctorate. Emphasize experiences and accomplishments that make you a unique applicant.
- Specify outcomes you wish to gain from doctoral study. How do you expect doctoral study at UW to facilitate your career goals?
- Please provide a balanced assessment of your personal characteristics including strengths, weaknesses, and areas you are working to improve. Describe how these characteristics influence your individual and group interactions, with particular emphasis on your interpersonal style, leadership, and membership qualities, and those characteristics that influence the way others view you. Describe the issues you expect to face in making the transition to and completing doctoral study, and how you plan to handle them.

Part 2: Discuss your specific area of research interest. Provide a brief, **referenced** review of the literature about your area of research focus that supports the area as one in need of further study. Provide detail concerning your prior work on the topic, if any, and how you plan to build on this earlier effort during doctoral study.

The doctoral program at the UW School of Nursing is a research-oriented program. Selecting a research focus is something you need to do prior to entering the program. You may change, modify, or enlarge your focus during your studies, but having a research focus is the first step toward a successful doctoral education.

Additionally, please identify who among the School of Nursing faculty seems to you to be a good match for mentoring you in your research area. (A listing of doctoral faculty is available at:

<http://www.son.washington.edu/faculty/>.) If you have had contact with UW faculty about your application to doctoral study, please identify that faculty member and

describe the nature of the contact (e.g., conversations at professional meetings, conversations over the telephone, preparation of a research or fellowship application for funding purposes).

Save this as a PDF document to upload to your online application.

Scholarly Writing Sample

A scholarly writing sample provides an example of your current skills in scholarly writing. Analyze a current clinical problem or professional issue using appropriate references to make your argument and support your position.

The paper must be **solely authored by you** and be a maximum of 25 double-spaced pages (excluding references). It will be evaluated on multiple factors, including:

- Clarity
- Logical consistency
- Insight
- Creativity or innovation

Theses are not accepted. We do not want a co-authored document, only a **solo-authored** document. If you use an editor to assist you in writing the document, send us a copy of the non-edited *and* edited versions for our review.

We want an example of your independent writing, not what is written in part by others or what an editor writes.

Background Check Form

Complete and sign the 2-page School of Nursing *Background Check and Authorization for Repeat Background Checks and Dissemination of Results* form: <http://nursing.uw.edu/admissions/bgcheck>. **Do not pay to run the background check when you apply or before you receive instructions to do so from the School of Nursing.**

Failure to self-disclose criminal history that appears on a background check renders an applicant ineligible for admission.

Online Application Instructions

Read the instructions for each question as your work through the online application. You will be held accountable for providing complete and accurate information. If a field does not apply to you, leave it blank.

Print copies of **every piece of your application packet** before submitting your application online. Once it has been submitted, you will not be able to retrieve these documents from the online application. Print a copy of the UW Graduate School Application form to include with the application packet you mail to the School and sign it near the bottom (there will not be a signature line). This form will be available to print after you have submitted the online application.

Graduate School Application

Create your online applicant profile at <https://www.grad.washington.edu/applForAdmiss/>.

Choose **Nursing Science (PhD) – Seattle Campus** as the graduate program you are applying to.

Applicant Profile: Provide a mailing address and email address that you can be reached at reliably throughout the application process.

The School of Nursing will use the mailing address you provide to mail all correspondence. Notify the School in writing if:

- Your mailing address changes
- You wish correspondence to be sent to another address

Make sure your email address is valid and checked regularly.

Unofficial Transcripts: Upload your unofficial college and university transcripts as a PDF, Word document, or Rich Text Format (RTF). Transcripts must be 1MB or less in size or they will not upload.

Recommendations: When you are ready to designate your recommenders, complete the online form with their name, organization/institution, title, email address, and phone number.

Each of your recommenders will receive an email with instructions for completing the letter of recommendation. They should submit it online. The School of Nursing will retrieve the completed recommendations from your online

application after you have submitted it.

If your recommender does not have an email address, contact the School of Nursing as soon as possible.

Curriculum Vitae (CV), Statement of Goals and Research Interests, and Scholarly Writing Sample:

Upload your CV, Statement of Goals and Research Interests, and scholarly writing sample in PDF format only. The file size for each must be 500KB or less.

Optional Statement: Complete this section only if you believe that your transcripts, CV, and/or essay responses do not accurately reflect your ability to succeed in the PhD program.

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Download the School of Nursing Required Supplement from <http://nursing.uw.edu/admissions/supplemental-app>. Upload the completed PDF to your online application.

Print and sign this form to include with your application packet.

Questions #4-5: Indicate if you are currently enrolled in a graduate program/specialty in the UW School of Nursing Seattle campus and are applying to transfer to or add another specialty/certificate program to your current program/specialty.

Question #6: Indicate if you have previously attended the UW School of Nursing Seattle campus.

Question #7: Complete this question if you have previously applied but were not accepted to the UW School of Nursing Seattle campus.

Question #8: Indicate if you are applying to other graduate programs, including the names of the schools. This is used for statistical purposes only.

Question #9: Complete this question if you are currently taking courses in the School of Nursing as a Graduate Non-Matriculated student.

Question #10: Complete this question if you are currently completing a degree program through the UW School of Nursing Seattle campus.

Question #11: Applicants to the PhD program are not required to complete a statistics course prior to enrollment.

Questions #14-15: List all nursing licenses you currently hold (APRN, CNA, LPN, NAC, RN). Include the license number, U.S. state, and expiration date for each.

For certifications, include the certifying body and expiration date.