ACCELERATED BACHELOR OF SCIENCE IN NURSING APPLICATION INSTRUCTIONS

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 Student & Academic Services at 206.543.8736 or asknursing@uw.edu.

BEFORE BEGINNING YOUR APPLICATION

To learn about how each part of the ABSN application is reviewed by the ABSN Admissions Committee, we recommend listening to the online ABSN/BSN information session at: https://nursing.uw.edu/prospective/visit/absn/

You are eligible to apply to the ABSN program if you have:

- A baccalaureate degree in a non-nursing field, OR have enough time to complete a bachelor’s degree in time to start the program in Autumn 2019
- A cumulative college-level Grade Point Average (GPA) of 2.8 for all completed coursework
- A minimum grade of 3.0 (“B”) in each ABSN prerequisite course, including all Natural World courses, Lifespan Growth & Development, and Statistics
- Completed a minimum of three of the Natural World prerequisite courses with a grade of 3.0 or higher at the time you submit your application
- Minimum 100 hours of volunteer or paid hands-on healthcare experience in one setting over the course of three months, completed within twelve months prior to applying to the ABSN program
- Proof of English language proficiency: https://nursing.uw.edu/programs/degree/absn/international/

DEADLINE

The deadline for Autumn 2019 admission is 5:00pm Pacific Time, October 15, 2018. We do not accept late applications.

HOW TO APPLY

There is no fee to submit the UW School of Nursing application. However, if you are admitted to the ABSN program and accept our offer of admission, you are required to:

- Pay a non-refundable deposit to UW Professional & Continuing Education to hold your space in the program at the time you accept our offer of admission
- Pay to run a background check through a private national background check agency specified by the School

You will complete the ABSN application online. In your application, you will submit:

- College transcripts
- One letter of recommendation
- Your resume
- A personal statement
- An optional statement
- How you plan to complete the required proctored essay
- Acknowledgement of SoN policies, including an annual background check

We recommend composing your written responses and resume in a word processor to copy and paste into your online application.

Once you submit your application, you will not be able to make further edits. **Please review your application for accuracy before submitting.**

All applicants who submit an online application are required to write a proctored essay.

All applicants who are admitted or waitlisted for the ABSN program, including those who have previously earned a degree from the University of Washington, must submit a post-baccalaureate application to the University of Washington Seattle campus.

**Do not apply to UW Seattle** until you receive notification of admission to or placement on the wait list for the ABSN program in mid-December.
## TABLE OF CONTENTS

Applying to ABSN with early DNP admissions ........................................................................................................ 3
Create and log in to your online account .................................................................................................................. 3
  Create a new account .................................................................................................................................................. 3
  Log in to your account ................................................................................................................................................ 3
  Two-factor authentication .......................................................................................................................................... 4
  Online accounts home page ...................................................................................................................................... 5

**Part I: Personal information** .................................................................................................................................. 6
  Personal information .................................................................................................................................................. 6
  Your addresses .......................................................................................................................................................... 6
  Academic history ....................................................................................................................................................... 8
    Entering school information ................................................................................................................................ 8
    Uploading transcripts ............................................................................................................................................. 10

**Part II: Your program application** .................................................................................................................... 12
  Starting or continuing an application ...................................................................................................................... 12
  Natural World required courses ............................................................................................................................. 12
    UW Seattle-only courses ....................................................................................................................................... 12
  Entering course information ................................................................................................................................ 13
    Microbiology lecture & lab .................................................................................................................................. 13
  Confirming your application eligibility .................................................................................................................... 14
  Additional required courses .................................................................................................................................... 14
  Resume, personal statement, and optional statement .............................................................................................. 15
    Resume ................................................................................................................................................................. 15
    Personal statement ............................................................................................................................................... 16
    Optional statement ............................................................................................................................................. 17
  Letter of recommendation ....................................................................................................................................... 18
  Proctored essay information ................................................................................................................................. 19
  Essential qualifications ............................................................................................................................................ 20
  Background check authorization .............................................................................................................................. 20
  Submitting your application ................................................................................................................................... 20

## IMPORTANT INFORMATION FOR 2019 APPLICANTS

The UW School of Nursing is implementing a re-envisioned ABSN curriculum. **There are 2 major changes for ABSN applicants to consider while applying for the 2019 ABSN cohort:**

1. The program of study will be delivered in 4 quarters instead of 5.
2. ABSN 2019 will begin in autumn quarter 2019 instead of summer quarter 2019.
APPLYING TO ABSN WITH EARLY DNP ADMISSIONS

If you are applying to the ABSN program with an early admissions decision for our Doctor of Nursing Practice (DNP) Nurse-Midwifery track, send an email to sonapply@uw.edu so we know to track both applications.

CREATE AND LOG IN TO YOUR ONLINE ACCOUNT

1. Go to https://apps.nursing.uw.edu/undergrad-applications/.

2. If you previously applied to our undergraduate programs using our online interface, click “Log in”.
   If you previously applied using our paper-based application, or have never applied to the UW School of Nursing, click “Create account”.

Create a new account

To create a new account, enter a valid email address and password. Please use an email account that you can check regularly; you will not be able to change this once your account is created.

For your security, passwords must include:

- At least 10 characters
- 1 upper-case letter
- 1 lower-case letter
- 1 number
- 1 special character (e.g., ! @ # $ *)

After clicking the “Create account” button, an email will be sent to the email address you provided. Click the link provided in the email to verify your account.

Log in to your account

Once you have verified your account, you will be able to log in and begin the application process.
Two-factor authentication

For your account’s security, you will use two-factor authentication each time you log in. You will receive a verification code either to your account’s email address (to the account you entered above) or to your mobile phone.

If you elect to receive codes via your mobile phone, please remember that standard text messaging rates apply.

1. Choose the method you want to receive the code by and click “Submit”.

2. You will receive a 6-digit code either via email or mobile phone. (Codes sent to your email account may take slightly longer to receive than codes sent to your mobile phone.) Enter this code into the field provided and click “Submit”.

3. If your code expires before you enter it, click the Back button in your browser and click the “Submit” button again to re-send the code.
Online accounts home page

Once logged in, you will see the School of Nursing Online Applications home page. You will complete two sections:

I. Personal information (name, address, academic history)
II. Your program application

SON Application home

Part I - Personal Information
Complete the personal information section with your name, address information, and academic history.

Part II - Your Application
Create a new application for your program of choice during the open application period. You will first complete the Natural World section to determine your eligibility to apply. If eligible, you will continue on to complete the remainder of the online application.

If you are not eligible to apply at this time, we encourage you to re-apply at a later date once you have:

• Completed the minimum number of courses, or
• Re-taken any courses that do not meet the minimum grade requirement
PART I: PERSONAL INFORMATION

In the **Personal Information** section of your account, you will enter:

1. Your personal details (name, residency status, etc.)
2. Your contact information
3. Your collegiate academic history

As you enter information, a green checkmark will appear in the right-hand navigation indicating that you have completed that section.

**Personal information**

In the **Personal Information** section, please enter as much information as you are willing to share with the UW School of Nursing. The only fields that are required are:

- Legal First Name
- Legal Last name
- Date of Birth
- Phone Number (if you have opted to receive your two-factor authentication codes via mobile phone, that number will appear here)

Information such as gender and ethnicity are collected for demographic purposes only. Your admissions decision is not affected by whether or not you choose to include this information.

**Your addresses**

All applicants must have a current and permanent address on file. Emergency contact information is used only in the event we cannot reach you at your current or permanent address.

1. Click “Add new address”.

2. Begin by first choosing the country, then state/province, and finally the city of your address. These fields will narrow down as you make each selection.

3. Once those fields have been chosen, enter the street address and postal code.
4. Finally, use the checkboxes to indicate if this address is your Current Address, Emergency Address, or Permanent Address. (An address can be all three.)

5. Click “Add address” to save.

6. The address you just added will now appear on the main Your Addresses page. You can use the Edit or Delete links to make updates. (If you have designated a single address to multiple identifiers, you will need to edit each address separately.)

WHAT IF MY CITY/STATE/PROVINCE ISN’T LISTED?

Contact Student and Academic Services at 206.543.8736 or asknursing@uw.edu and we will update our system.
**Academic history**

*Entering school information*

Enter all colleges/universities you have attended or plan to attend before enrolling in the ABSN program.

You must enter at least one college/university before you can begin a program application. Please do not include high school information.

1. Click “Add a New Record”.
2. Begin typing part of the name of your school in the *School Name* field. A list of schools currently in our system will appear after you have entered at least 5 characters.

   ![School Name Search](image)

   School search tips:
   - Do not search for abbreviations (e.g., UW Seattle, WSU); school names are spelled out (e.g., University of Washington, Seattle; Washington State University)
   - What you type in the field can appear anywhere in the name search (e.g., “California” = California State University, Los Angeles; University of California, San Francisco, etc.)
   - If you have tried entering different parts of your school name and it still doesn’t appear in the list, enter the full name of the school and continue to complete the rest of the information

3. Enter the *Beginning* and *End* dates (end dates are not required if you are still attending that school).
4. Enter the degree you have already earned at a school. If a degree is in process or you do not plan to earn a degree at that school, choose “No Degree/Certificate Earned”.

5. If you earned a degree or certificate, enter the date it was earned (do not enter dates in the future if you have not yet earned a degree or certificate).

6. Enter your field of study/major (e.g., Biology, Psychology, English).

7. Choose the academic calendar for that school, either Quarter or Semester.
   - If the school you attended awards units instead of quarter or semester credits, you must convert these to quarter or semester credits. If you’re unsure if you school awards units, your transcript will most often show credits in the form of 1, .5 or .25 for every course. The reverse side of your transcript or your school’s website should provide a guide for converting these to quarter or semester credits.
   - For unit schools, select quarter or semester (whatever you will convert your units to) and remember this choice for your application.

8. Enter the cumulative college-level GPA for this school from the summary at the end of your transcript. For colleges that offer courses below college level (100 or above), make sure you find the correct GPA on your transcripts.
   - Do not include any transfer credits/GPA; look for “Total Institution” and not “Overall” if your transcript includes more than one school.
   - If your school awards units, enter the GPA as shown on the transcript (do not convert it).
   - If your school provides evaluations instead of decimal grades, leave this field blank.

9. Enter the total grade/quality points for this school from the summary at the end of your transcript. This is usually the largest number in the transcript summary.
   - If your school awards units instead of quarter or semester credits, multiply the number from your transcript by the conversion guide provided by your school. For example, 100.5 grade points are listed. The transcript shows that 1 unit = 4 semester credits. Multiple 100.5 by 4 to get 402 grades points on a semester system. Enter this converted number into the Grade/Quality Points field and make sure you have selected Semester as the academic calendar in Step 7.
   - If your school provides evaluations instead of decimal grades, leave this field blank.

---

**WHAT IF GRADE/QUALITY POINTS AREN’T LISTED ON MY TRANSCRIPT?**

To calculate quality points, multiply your cumulative GPA by the credits earned. Alternatively, you can calculate your GPA by dividing the grade/quality points by the credits earned, or calculate the credits earned by dividing the quality points by your cumulative GPA.

Examples:
3.35 GPA x 160.0 graded/GPA credits earned = 536 grade/quality points
3.89 GPA x 83.0 graded/GPA credits earned = 322.9 grade/quality points
10. Click “Add school” to add this school to your academic history.

11. Repeat this process to continue entering schools for every college or university you have attended.

For more detailed information on how to locate this information on your transcripts, view our tutorial at https://nursing.uw.edu/ugrad-gpa-entry-how-to/.

### Uploading transcripts

Order an official transcript from every college or university you have ever attended, including the University of Washington, even if you only took 1 course there. **Do not submit high school transcripts.**

You will upload these for every school you have attended *even if credits from one school appear on the transcript of another.*

**Unofficial transcripts are not accepted.**

**If you attended a university or college outside of the U.S.,** you will need to include a foreign transcript evaluation; not the original foreign transcripts. Visit [https://nursing.uw.edu/programs/degree/absn/international/](https://nursing.uw.edu/programs/degree/absn/international/) for available foreign transcript evaluation services.

A yellow warning icon will appear in the right-hand navigation if any schools are missing a transcript.

If you have not yet attended a school, you are not required to upload a transcript and can ignore this warning.

1. Scan or take a high-quality photo of each transcript page and saved the image as a PDF or JPEG file type on your computer or mobile device.
   - For each transcript, please include one copy of the reverse side of the transcript (you don’t need to include the reverse side more than once for multiple-page transcripts).

2. On the main *Academic History* page, each school you have entered will be listed.

3. To upload a transcript to a school record, click the blue **Upload Transcript Scan** link.

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Degree Earned</th>
<th>Field of Study</th>
<th>Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Washington, Seattle</td>
<td>BA</td>
<td>English</td>
<td>Transcript file needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Upload Transcript Scan]</td>
</tr>
</tbody>
</table>
4. On the Transcript Upload Form page, click the “Browse…” button.

5. Navigate to where your scans/photos are saved and click on the file name.

6. Click “Upload”.

7. The file will be attached to your school. You can click the name of the file to open a copy and make sure what you have uploaded is legible, accurate, and complete.

8. You can either add another file if you have multiple images, or click the link “Back to Schools Attended”.

9. You can add to or update your transcripts at any time.

WON’T MY TRANSCRIPTS BECOME UNOFFICIAL IF I OPEN THEM?

Because you will need to refer to your official transcripts to enter your academic information in the “Colleges/Universities Attended” section and upload a copy of each transcript to your online application, we accept official transcripts that have been opened.

TIPS FOR UPLOADING TRANSCRIPTS

- Include all pages of the transcript for one school in one file whenever possible
- Rotate all pages so they are right-side-up when you open the file
- Review your transcripts after taking a photo or scanning them to make sure they include all of the information and that information is legible
- If you attended multiple schools, review your files after upload to make sure they are attached to the correct school

DO I NEED TO UPLOAD A TRANSCRIPT FOR A SCHOOL I HAVEN’T ATTENDED YET?

If there are any schools you plan to complete prerequisite coursework at between now and the start of the ABSN program, there may be a school you do not yet have a transcript for. A transcript is not required for those schools.

A yellow “warning” symbol will appear next to the Academic history item of the right-hand navigation indicating a missing transcript. This is informational only; you will still be able to submit your application.

If you are admitted to the ABSN program, however, you will need to provide those transcripts as proof that any outstanding prerequisite courses or degrees have been completed.
PART II: YOUR PROGRAM APPLICATION

Once you have completed the personal information section of your application, you are ready to begin your program application!

From the Personal Information section, you can click the My application link in the right-hand navigation, or from the home page click either the program name in the right-hand column or the “Part II – Your Application” link.

Starting or continuing an application

1. The My Program Applications page shows in-progress applications or allows you to create a new application.
2. To begin a new application, click “Create a new application” in the appropriate program box.
3. Verify the program you wish to apply to and click “Begin a new application”.
4. The My Program Applications page will now show your new application. Click the “Continue” button to begin.

Natural World required courses

To be eligible to apply to the ABSN program, you must have at least 3 Natural World courses completed with a grade of 3.0 (“B”) or higher at the time you apply. These courses include:

1. General Chemistry
2. Organic Chemistry
3. Human Anatomy (or Anatomy & Physiology Part I)
4. Human Physiology (or Anatomy & Physiology Part II)
5. Nutrition
6. Microbiology

Courses taken Pass/Fail or Credit/No Credit do not count toward the Natural World prerequisites.

You must enter information for each course line in the table to continue with your application.

UW Seattle-only courses

If you have completed or will complete both General Chemistry and Organic Chemistry at the University of Washington Seattle campus, an additional line will appear for CHEM 221. This course is required as part of the three-course chemistry series.

If you have completed or will complete your Human Anatomy course at the UW Seattle campus, a line will appear for the Physiology lab, which is graded separately.

These courses do not count toward the 3-course minimum and are not required for the equivalent courses completed at the UW Bothell or UW Tacoma campuses.
Entering course information

1. Click the **Add** link next to the course you wish to enter information for.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Prefix and Number</th>
<th>Quarter/Semester Taken</th>
<th>Year Taken</th>
<th>College/University where course was/is to be completed</th>
<th>Course NOT taken</th>
<th>Calculated credits</th>
<th>Grade: Must be a decimal grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>General Chemistry (5 credits)</td>
<td>Example: CHEM 120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add this course to your record to continue.</td>
</tr>
<tr>
<td>Add</td>
<td>Organic Chemistry (5 credits)</td>
<td>Example: CHEM 220</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add this course to your record to continue.</td>
</tr>
<tr>
<td>Add</td>
<td>Human Anatomy or A&amp;P Part I (5 credits)</td>
<td>Example: BIOL 241</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add this course to your record to continue.</td>
</tr>
<tr>
<td>Add</td>
<td>Human Physiology or A&amp;P Part II (5 credits)</td>
<td>Example: BIOL 242</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add this course to your record to continue.</td>
</tr>
<tr>
<td>Add</td>
<td>Nutrition (3 credits)</td>
<td>Example: NUTR 300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add this course to your record to continue.</td>
</tr>
<tr>
<td>Add</td>
<td>General Microbiology (5 credits)</td>
<td>Example: MICROM 301</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add this course to your record to continue.</td>
</tr>
<tr>
<td>Add</td>
<td>Microbiology Lab</td>
<td>Example: MICROM 302</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add this course to your record to continue.</td>
</tr>
</tbody>
</table>

Current GPA: 0.00

2. Enter information for Natural World courses you have completed or plan to complete:
   - Course prefix and number (e.g., CHEM 120)
   - The year and quarter/semester you completed or will complete the course
   - The college/university where you completed or will complete the course (the dropdown list will show schools you have listed in your Academic History)
   - The number of course credits, even if you have not yet completed the course
   - The decimal grade earned
     - Use the chart provided on the form to convert letter grades to decimals
     - If your school provided a narrative evaluation instead of a letter or decimal grade, check the box labeled “Descriptive Evaluation/AP Credit Earned”
   - If the course was completed at a school **outside of Washington state**, copy and paste a short course description into the field provided

3. Click “Save Course” to save and return to the main list.

**Microbiology lecture & lab**

While many schools include the lab in the Microbiology credits and grade earned, some schools, such as the University of Washington, do not.
If your school included the lab with your lecture grade/credits, check the box labeled “Lab was included with lecture” and save the course. This will automatically complete the line for the Microbiology lab and allow you to continue your application.

Confirming your application eligibility

Once you have completed entering information for each of your required Natural World courses, a message below the table will show if you are eligible to continue with your application.

If you meet the minimum requirements, click the button to continue to the **Additional Required Courses** section of the application.

If you do not meet the minimum requirements, make sure:

- You have completed at least 3 of the 6 required courses (CHEM 221 and labs do not count towards the minimum)
- You meet the minimum GPA requirement (3.0 for each Natural World course; 3.0 cumulative GPA for all completed Natural World courses)

Additional required courses

Along with the Natural World courses, ABSN applicants must complete two additional courses before enrolling:

1. Lifespan Growth & Development/Developmental Psychology
2. Statistics

Enter the course information as you did for the Natural World courses to continue with the application.

Once you complete this section, the remaining sections of your application will become visible in the right-hand navigation menu.

---

**DO PREREQUISITE COURSES HAVE AN EXPIRATION DATE?**

No, there is no expiration date for the prerequisite courses. However, you may wish to re-take a course if you feel you need a refresher before you begin the program.
Resume, Personal Statement, and Optional Statement

We recommend composing your resume, personal statement, and optional statement in a word processor. You can copy and paste the text into your online application and retain any simple formatting you include (bold, italics, font size, etc.).

- **Tip:** Avoid using any of your word processor’s pre-set formatting for headers, sub-headers, and paragraphs. The online interface has pre-set styling for headers and paragraphs that will affect how your text appears after you copy and paste it.

To add your text to your online application:

1. Click the blue link “Create a new Resume/Personal Statement/Optional Statement”.
2. Compose your text in the field provided or copy and paste text from a word processor into the field.
3. Click the button to “Add this Resume/Personal Statement/Optional Statement”.
4. The main page will update to show the date you updated that requirement and your text for each requirement.

**Resume**

The resume familiarizes application reviewers with your experiences and training relevant to the nursing program. You should *describe* the specific activities and responsibilities of your experiences; don’t just list them. You want to present yourself as a good candidate for the profession of nursing and the ABSN program.

Compose a resume of no more than 1,000 words that is organized according to the categories below. Set the resume up in a professional manner, with your name and current address at the top.

Include the following for each experience:

- Name of agency/hospital/clinic
- Location
- Dates
- Total hours
- Short, detailed description of your activities/responsibilities
- Contact names, phone numbers and/or email addresses when requested (see below)

Give each of the following categories a header:

**Healthcare Experience:** Volunteer or paid work in a healthcare setting. Include your supervisor’s name, phone number and/or email address.

**Community Involvement/Service:** Active participation in a group/community, such as a student organization, neighborhood club, church, etc. Include any appropriate contact names, phone numbers, and/or email addresses.
**Leadership/Teaching Experiences:** Include situations where you have taken the lead, been in charge of a particular effort, and/or have trained individuals or groups. Include any appropriate contact names, phone numbers, and/or email addresses.

**Non-English Language Proficiencies:** For each language you list, indicate at what level you are able to speak, write, and read the language. For example:

- Speaking ability: native, fluent, basic, very basic
- Writing ability: native, fluent, basic, very basic
- Reading ability: advanced, comprehension at college level, comprehension at grade school level, basic, very basic

**Healthcare Training, Licenses, or Certificates (optional):** Examples include:

- CPR training
- HIV/AIDS education
- Licenses/certificates for:
  - Nursing Assistant Certified (CNA)
  - Licensed Practical Nurse (LPN)
  - Doula
  - Mental Health Counselor

Include the training date(s), provider(s), and license/certification number(s) when applicable.

**Personal statement**

Respond to all three questions below in your personal statement. Your personal statement should be no more than 1,500 words total for all three responses.

1. Reflect upon and describe a strength and a challenge you have identified about yourself in the context of your healthcare experience at the individual, family, community, or population level. Provide at least one specific example and describe the setting, duration of the experience, skills learned and applied, and how your interactions with others have helped you clarify your future aspirations as a nurse.

2. Cultural humility is an essential aspect of healthcare and of nursing. Cultural humility includes three principles:
   a. Lifelong learning and critical self-reflection,
   b. Recognize and mitigate power imbalances inherent in our healthcare system, and
   c. Institutional accountability, where the institution has to model and support these.

Describe a healthcare experience when you worked with a patient, family, community, or population much different from yourself and where your beliefs and values differed in some way. What, if anything, would you do differently if faced with a similar situation?

3. A typical quarter in the ABSN program consists of 18-20 credits and requires approximately 70 hours per week to succeed. You are expected to make a full-time commitment for 15 months and, during that time, you must be available early mornings, daytime, evenings, and weekends for clinical, laboratory, or classroom instructions. Explain:
a. Why you have chosen this type of program
b. How you have prepared yourself to meet these program requirements
c. Other ways you are prepared for the ABSN program

Optional statement

There may be areas of your background you want to share that are not addressed in other parts of this application.

For example, if you think your transcripts, resume, or admissions questions do not accurately reflect your abilities and readiness for study in the ABSN program, or if you have any breaks in education or employment, you may explain why in this optional statement.

We highly value the support and development of a diverse community of scholars. You can also use this optional statement to share:

- Instances where you achieved academic merit despite major obstacles in pursuit of higher education
- If you are the first in your family to attend college, or
- If your academic participation, scholarship, and research explore and support cultural diversity
- Any other circumstances you would like to present to the admissions committee

Your optional statement should be no more than 1,000 words.
**Letter of recommendation**

You will include one letter of recommendation with your application. You may wish to make time to sit down and discuss this letter with your recommender. Arrange for your letter of recommendation well in advance of the application deadline.

The letter of recommendation should be written by someone who supervised you during your hands-on healthcare experience. Ideally, this person will be a registered nurse (RN).

**Family members or close, personal friends cannot write your letter of recommendation.**

To request a letter of recommendation:

1. Click “Make a New Recommendation Request”.
2. Enter your recommender’s name, title, email address, and phone number.
3. Indicate if you wish to waive or retain your right to review your letter of recommendation if you are admitted into the ABSN program.
4. Click “Submit Request”.
5. Your recommender will receive an email with a unique link where they will submit your letter of recommendation online. They will have two weeks from the moment you submit your request to submit their recommendation.
   - Letters of recommendation requested within two weeks of the deadline will only have until the deadline to submit their letter; late recommendation letters are not accepted.
6. You will receive an email notification when your letter of recommendation is successfully submitted. You will also see a green checkmark in your application's right-hand navigation when it is complete.

**CAN I SUBMIT MY APPLICATION WITHOUT MY RECOMMENDATION LETTER?**

Yes, you may submit your application without your letter of recommendation as long as you have sent the request to your recommender.

However, please keep in mind that you may need to re-request your letter if the original link expires, or submit a new request if your original recommender cannot complete the letter by the deadline.
Proctored essay information

All ABSN applicants are required to complete the proctored essay. This year's ABSN proctored essay is scheduled from 6:30 p.m. to 7:30 p.m. on Thursday, October 18, 2018.

Seattle-area applicants must come to the UW Seattle campus to complete this essay. You will receive more information, including the location, once you have submitted your application.

There are no early or make-up sessions for the proctored essay.

You may also request disability accommodations for writing the proctored essay if needed. Disability accommodations must be requested by the application deadline.

1. Click “Indicate how you will complete the proctored essay”.

2. If you live in the Seattle area and will come to campus to write the essay, check the box marked “If invited, I plan to attend the proctored essay on the UW Seattle campus”.

3. If it is not reasonable for you to travel to the UW Seattle campus to write the proctored essay, check the box marked “If invited, I will designate an out-of-area proctor below.

   - If you choose the out-of-area option, you must provide information for a faculty person, academic adviser, or work supervisor who will proctor your essay. Your proctor:
     – Must have a professional email address (no Gmail, Hotmail, Yahoo, etc.).
     – Cannot be a family member or personal friend.
     – Must be able to proctor the essay the day of Thursday, October 18, 2018.
     – Return the essay to the School of Nursing by midnight Pacific Time on 10/18/2018.

4. If you require disability accommodations, check the box marked “I require disability accommodations...”.

5. Tell us the type of accommodations you have been granted (e.g., time and a half for math).

6. If you are completing the proctored essay at the UW Seattle campus, email a copy of the report specifying the type of accommodations you have been granted to sonapply@uw.edu.

7. Click “Save proctor request”.

8. The main page will update to show how you have elected to complete the proctored essay.
**Essential qualifications**

Review the ABSN/BSN *Essential Qualifications for Admission, Continuance, and Graduation*. ABSN applicants must agree to adhere to these policies if they are admitted to the program.

1. Click “Review and acknowledge the Essential Qualification for Admission, Continuance, and Graduation”.
2. Review the essential qualifications using the scroll bar on the right side of the text field.
3. Click the box marked “I understand and acknowledge the ABSN/BSN Essential Qualifications”.
4. Click “Submit acknowledgement of Essentials”.

**Background check authorization**

UW nursing students must complete an annual background check to attend clinical sites. This authorization allows the UW School of Nursing to receive and provide the background check results as needed to clinical facilities.

1. Click “Submit your background check authorization”.
2. Review the background check policy using the scroll bar on the right side of the text field.
3. Review each section, I through VI, and check any boxes that apply to you. If required, enter additional information in the text fields provided.
4. When complete, type your name in the *Signature* field near the bottom of the page.
5. Click “Submit background check authorization”.

**Submitting your application**

*Please review your application materials carefully before submitting your application.* You will not be able to edit your application once it has been submitted.

When submitting your application, you will review a Statement of Understanding. Like the Essential Qualifications, there are several policies and procedures you must agree to when you submit your application:

1. Click “Review the Statement of Understanding and submit your application”.
2. Use the scroll bar to review the Statement of Understanding.
3. Click the box marked “By checking this box…”
4. Click “Submit my application”.

Once submitted, you can view the date and time your application was submitted, and you will receive an email message acknowledging your submission.

You may continue to edit personal information, such as your name, addresses, and academic history, but please keep in mind that altering your academic history will affect your application if it was a school attached to any of your prerequisite courses.