Thank you for applying to the UW School of Nursing Doctor of Nursing Practice (DNP) program! This application process is designed to ensure the admissions committee has all the necessary information from you for their review.

If you have questions that are not answered in these instructions or on the UW School of Nursing website (http://nursing.uw.edu), please contact Student and Academic Services at 206.543.8736 or email asknursing@uw.edu.

Questions about the online University of Washington Graduate School application should be directed to 206.685.2630 or uwgrad@uw.edu.

ELIGIBILITY CHECKLIST

To apply to the DNP program, you must have:

- A minimum cumulative Grade Point Average (GPA) of 3.0 for the last 90 graded college/university quarter hour or equivalent credits you completed
- One of the following in-process or earned degrees:
  - a Bachelor of Science in Nursing degree from an CCNE or NLN accredited program
  - a Master of Nursing degree from a CCNE or NLN accredited program, which can include:
    - Associate Degree in Nursing to Master of Nursing, or
    - Entry program into Master of Nursing without a Bachelor of Science in Nursing
- Proof of English language proficiency if your native language is not English, regardless of citizenship*
- International applicants must have an active, unrestricted Washington State registered nurse (RN) license at the time of application; domestic applicants must have an active unrestricted Washington State RN license upon enrollment (Autumn 2020).*

*For more information, visit the International Applicants page of the DNP track you are applying to on the School of Nursing website: https://nursing.uw.eduprograms/degree-programs-tracks/

All applicants must complete a 3 quarter-credit (or equivalent) course in descriptive and inferential statistics with a minimum grade of 2.0 between January 2015 and September 2020. You will not be able to enroll if you do not successfully complete this course.

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

DEADLINE

The deadline for Autumn 2020 admission is 11:59 p.m. Pacific Time (PT), January 15, 2020.

The DNP application is fully online and the system will not allow you to submit an application after this deadline.

HOW TO APPLY

Applying to the UW DNP program is a two-step process:

1. Completion and submission of online application. All items are submitted in the Graduate School online application. You will complete and upload all components of your application via the UW Graduate School website: https://grad.uw.edu/admissions/apply-now/.

   All DNP applicants will be charged an application fee by the UW Graduate School. This fee is currently $85.

   During the application process, you must complete PDF forms and upload them to your online application. We HIGHLY recommend that you save a copy of each PDF document for your own records. You cannot access these once you have submitted your online application.

   Incomplete applications will not be reviewed.

2. Completion of ONLINE INTERVIEW scheduled immediately following application deadline: All DNP applicants who submit a complete application will receive a link to complete an online interview following the deadline.

   Please review the instructions at the end of this document for specific details on completing your online interview.

   If you do not complete the required online
If you apply to multiple DNP tracks, you must complete an online interview for each track.

START YOUR APPLICATION

Create your applicant profile at: https://grad.uw.edu/admissions/apply-now/.

Question 1: Select “Graduate” for your application type.

Question 2: Select “Nursing – Doctor of Nursing Practice” for your graduate program. Under question 4 you will then be asked to specify a track (e.g. Adult Gerontology Acute Care NP, Family NP, Nurse Midwifery, etc.) DO NOT CHOOSE one of the “Nursing – Grad Cert Prog” options! You must already be an advanced practice nurse with graduate degree to apply to these.

Question 3: Select “Fall 2020” to indicate the quarter and year you wish to enter.

Question 4: Select the area of interest (track specialization) for which you want to be considered (e.g. Adult Gerontology Acute Care NP, Family NP, Nurse Midwifery, etc.)

Questions 5: Select “Doctoral” for ultimate degree goal.

Questions 6-13: Answer accordingly.

REPORT PRIOR SCHOOLS

In your online application profile, report ALL post-secondary colleges and universities attended regardless of whether you received a degree.

IMPORTANT: List schools in chronological order, entering the MOST RECENT first and the EARLIEST last.

SUBMIT TRANSCRIPTS

Upload a complete transcript for each post-secondary college and university you have attended regardless of whether or not you earned a degree there. Current or former University of Washington students must include a UW transcript.

Although unofficial transcripts are acceptable, the UW School of Nursing recommends you start with official transcripts, and scan and upload these as they are easier to read and evaluate. It is your responsibility to upload a legible transcript for each school you list and ensure that the scanned file can be opened after you upload it to your application.

If you completed a degree at a school, it must be posted on the transcript with the date it was awarded.
If you are offered admission to the DNP program and accept, you will be asked to have an official transcript showing completion of a previous degree sent to the Graduate School (the Graduate School will tell you from which school the official transcript should come). See: https://grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/

**CREDENTIAL/TRANSCRIPT EVALUATIONS**

If you attended a college or university outside of the U.S., upload an officially translated transcript to your application.

In addition, you must upload a detailed credential/transcript evaluation for each non-U.S. post-secondary institution attended, which shows both U.S. credential equivalency and equivalent credits and grades for each course. You will upload these into the Credential/Transcript Evaluation section of your online application.

For approved credential/transcript evaluation services, visit the International Applicants page of the DNP track you are applying to: https://nursing.uw.edu/programs/degree-programs-tracks/

**ENGLISH PROFICIENCY SCORES FOR NON-NATIVE ENGLISH SPEAKERS AND INTERNATIONAL APPLICANTS**

All non-native speakers of English, regardless of citizenship, must show proof of English language proficiency as established by the UW School of Nursing and the UW Graduate School.

English proficiency requirements are only waived if an applicant:

- has received a bachelor's, master's, or doctoral degree from a regionally accredited institution in the U.S. or from an institution in an approved country, OR
- can provide official documentation from the institution verifying the applicant's undergraduate degree is from an institution where all instruction was in English

Minimum spoken English test scores are required to ensure a student's success during clinical placements.

For information about required minimum English test scores, visit the International Applicants page of the DNP track you are applying to: https://nursing.uw.edu/programs/degree-programs-tracks/

An applicant who does not have a minimum test score in each category is NOT eligible to apply to the Doctor of Nursing Practice program.

Self-report your scores in your online application and request official English proficiency scores be sent to the University of Washington (UW Institution Code: 4854).

**RESUME**

Submit a resume that is organized as described below.

Include your full name, address, phone number and email address on first page and put your name at the top of the second page.

Under each heading, list in chronological order (with most recent first) the name of the agency, dates and, as appropriate, bullet points of key responsibilities and/or accomplishments.

- Education (degree, university, dates of degrees earned, major)
- Clinical experience (title of position; institution; relevant experience; leadership at work; if a new grad, list clinical practica and locations)
- Employment history (list jobs not included in clinical experience)
- Professional and/or community activities (name of agency or group, dates, experience)
- Certifications and licenses
- Awards, honors or merit scholarships (name of award, year awarded, agency)
- Languages you speak in addition to English
- Any unique experience you think is relevant (including, but not limited to, presentations, publications, leadership in student organizations, research experience, advocacy activities).

Keep in mind:

1. The UW School of Nursing is interested in knowing about a wide range of relevant experience, both formal and informal.
2. The Admissions Committee looks for evidence of leadership and independent decision-making skills and responsibilities.
Your resume should be in 11-point Arial font, 1" margins, no more than three pages, and saved as a PDF to upload to your online application.

Tips for presenting a strong resume:

- Proofread for errors, including your phone number and email address. Ask someone else to proofread as well; sometimes they will catch errors you miss.
- Use your full name, address, phone number, and email 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.
- Avoid lengthy narrative paragraphs; list items under each category.

**ADMISSIONS QUESTIONS**

Compose and save your admissions question responses as PDF, Word, or RTF documents. Address each question separately.

Upload your saved response into the corresponding sections of the online application. Essay responses for each part should be no more than 2 double-spaced pages in 11-point Arial font and 1” margins (500 words).

The essay should be solely your work without any outside help, including editors, writing coaches, friends, or family. “Outside help” includes editing or suggested content changes made by someone other than yourself. You may ask someone to proofread for spelling or grammar errors.

**PART 1: BACKGROUND AND CAREER GOALS**

- Describe significant experiences that have contributed to your interest in pursuing a clinical doctorate in advanced practice nursing (the DNP degree). Reflect on why the time is right for you professionally and personally to make the significant commitment of time, energy, and resources that graduate school requires.
- Specify outcomes you wish to gain from doctoral study (refer to the DNP Essentials at http://www.aacnnursing.org/DNP/DNP-Essentials) above and beyond becoming an advanced practice nurse, which you will address in Essay Part 2.
- Why is the UW the right place for doctoral study to facilitate your career goals?

**PART 2: TRACK SELECTION**

- Indicate the track for which you are applying (AGNP-AC, AGNP-PC, FNP, NM, PNP-AC, PNP-PC, PCNS, PHN, PNS, PMHNP).
- Please explain why you are interested in this particular role (e.g., CNS, NM, NP, or PHN) and patient population (e.g., women, pediatric, communities, etc.) for your future practice. Include a discussion of specific experiences that led you to make this decision.

**PART 3: HEALTH EQUITY**

Assessing implicit bias is important for health equity promotion. Write an essay defining implicit bias using one established reference published in the last five years.

With your definition in mind and understanding of how it differs from explicit bias, identify at least one example of how implicit bias might affect health or nursing care practice and then elaborate upon one strategy you as a nurse might implement to address implicit bias. The strategy can relate to care provision, health promotion, workforce development, community collaboration, or other concrete areas.

Logically state how your one stated strategy promotes health equity and be sure to define health equity using a reference published in the last five years.

Use either the American Medical Association (AMA) or American Psychological Association (APA) citation styles for all essays as indicated. References do not count in the word limit.

**OPTIONAL STATEMENT**

There may be elements of your background you want to share that do not fall into any of the application categories, or that may help us to more closely match you to potential sources of funding support.

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

The UW School of Nursing highly values the support and development of a diverse community of scholars. You might also use this optional statement to share:
• instances where you achieved academic merit despite significant obstacles in pursuit of higher education
• that you are first generation in your family to attend graduate school, or
• that your academic participation, scholarship, and research explore and support cultural diversity

LETTERS OF RECOMMENDATION

Designate your recommenders online. They will receive an email requesting that they complete an online form. If your recommenders do not use email, contact Student and Academic Services in the UW School of Nursing as soon as possible: 206.543.8736, asknursing@uw.edu.

You must have three letters of recommendation:

1. an academic recommendation, such as one from a nursing class instructor/professor, clinical instructor, or preceptor. Applicants who have been out of school for a long time should consider choosing as an academic recommender a professional in their work environment who understands the rigors of an academic nursing graduate program and who can recommend the applicant’s potential to succeed in one.

2. a recommendation from a current clinical supervisor at your work, clinical instructor, or clinical preceptor who supervised you during your hands-on healthcare experience, and either practices in the role you are seeking (e.g., CNM, PHN, NP, etc.) or works with individuals in the advanced practice role sought (RN, PA, MD/DO) and has knowledge regarding role performance requirements

3. either an academic or clinical recommendation

Guidelines:

1. Recommendations should be current, have had contact with you during the last five years, and be able to speak to your ability to complete doctoral-level education.
2. Additional letters of recommendation will not be considered.
3. At least one letter of recommendation should be written by someone who has supervised you during your hands-on healthcare experience and is most qualified to speak to your future ability to function in your chosen role (NP, CNS, NM, etc.). Their letter should specifically speak to your ability to function in your role. Ideally, this person would be an Advanced Practice Registered Nurse (ARNP). If they are not an ARNP, they could also be an RN with exposure to the advanced practice role, a Physician Assistant, or Medical Doctor.

4. Family members or friends are NOT eligible to write letters of recommendation.

You will want to brief 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:

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? (Recommenders are sometimes unclear on the meaning of this. Suggestions you might share with your recommenders are: “other nurses you know who have gone on to graduate school” or “all undergraduate students I have taught” or “other nurses on your unit”, etc.)
3. Admission to graduate study in Nursing – Doctor of Nursing Practice at the University of Washington is (select one of the following):
   o Strongly recommended
   o Recommended
   o Recommended with reservations
   o Not recommended
   o 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”:

• Overall academic ability, including analytical skills and conceptual thinking ability
• Practice inquiry ability or potential
• Oral communication skills
• Written communication skills
• Clinical nursing competence
• Leadership ability or potential
• Creativity or innovative ability
• Self-reflection ability and self-critique accuracy
• Acceptance and use of constructive feedback
• Integrity and trustworthiness

Finally, your recommender will respond to the following:

• If desired, elaborate on any of your criteria ratings above.
- Please describe the applicant's experience working with diverse groups, underserved populations, and his/her ability to respect individual differences.
- Please describe what you view as the applicant's attributes that demonstrate his/her potential for making a contribution to nursing and health care.
- Please describe any characteristics of the applicant that could potentially restrict his/her contributions to nursing and health care.
- Please describe what you view as this applicant's major strengths for completing the DNP program.
- Please describe the applicant's characteristics or circumstances that could potentially make completion of the DNP program challenging.

Once you have completed this form, sign it electronically, date, save and upload it to your online application. A link to instructions for placing an electronic signature is located on the form above the signature line (click on link and follow steps under “Sign a document”). Keep a copy for your own records.

SUBMIT YOUR APPLICATION

Once you have completed each section as outlined above, you will pay the application fee to the UW Graduate School and formally submit your application.

You can check your application status at any time via the MyGrad Program. DNP applicants are notified of admission status as early as mid-March through April.

ONLINE INTERVIEW

All DNP applicants who submit a complete application will receive a link to complete an online interview following the deadline.

This is an “asynchronous” interview, which means you will respond to questions that have been pre-recorded by our faculty. You will not interact with anyone in real time and thus can complete the interview at any time within the designated timeframe that is convenient for you.

Please reserve a minimum of 30 minutes to complete the entire interview. You will have at a minimum a 48 hours window in which to complete the interview.

Your interview can be completed anytime during the following windows:

- **For ABSN applicants seeking an early DNP Nurse-Midwifery admissions decision:** Exact dates TBD but will occur shortly after the October 15, 2019 application deadline. Please check website later for exact dates and times.
- **All other DNP applicants:** Exact dates TBD but will occur shortly after the January 15, 2020 application deadline. Please check website later for exact dates and times.

If you apply to multiple DNP tracks, you must complete an online interview for each track.

**INTERVIEW PROCESS**
In your interview, you will give two verbal responses and one written response:

- **Verbal responses:** You will have 90 seconds to review each question and prepare your response. You have 2 minutes maximum to record your response.
- **Written response:** After reviewing the question, you have 5 minutes maximum to complete your response.

**You will not receive the questions in advance.**

You will create an online account after receiving an invitation link for your interview. At the beginning of the interview session, you will test your camera and microphone and see how you will appear in your recorded interview.

You will only have one chance to complete your answers; use your initial testing time effectively.

**TECHNICAL SUPPORT**

Please direct all technical support issues to RIVS at 877.773.3164 or support@rivs.com.

**INTERVIEW MINIMUM REQUIREMENTS AND RECOMMENDATIONS**

To prepare for the interview, review our minimum requirements and recommendations on our website. Go from her [https://nursing.uw.edu/programs/degree-programs-tracks/](https://nursing.uw.edu/programs/degree-programs-tracks/) to the page for the track you wish to apply and then go to Apply. Look for DNP interview at bottom of page and select “review our online information.”