

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

We recognize that applying to the MN program requires you to complete many steps. We hope these instructions will help clearly guide you through this process. 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 [sonsas@uw.edu](mailto:sonsas@uw.edu).

Questions about the online University of Washington Graduate School application should be directed to (206) 685-2630 or [uwgrad@uw.edu](mailto:uwgrad@uw.edu).

## ELIGIBILITY CHECKLIST

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To apply to the MN 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**
- ❑ An in-process or earned Bachelor of Science in Nursing degree from a CCNE or NLN accredited program
- ❑ Proof of English language proficiency **if your native language is not English**, regardless of citizenship: <http://nursing.uw.edu/admissions/proof-english-language-proficiency>
- ❑ International applicants must have an active, unrestricted Washington State registered nurse (RN) license at the time of application (January 15, 2016, 11:59 PT); domestic applicants must have an active unrestricted Washington State RN license upon enrollment (Fall 2016): <http://nursing.uw.edu/admissions/rn-licensure-foreign-trained-nurses>

Also note: Although not required at time of application, all applicants are required to show completion of a 3 quarter credit (or equivalent) course in descriptive and inferential statistics with a minimum grade of 2.0. **Failure to successfully complete this course means you will not be able to enroll in the program.**

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

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

## HOW TO APPLY

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Applying to the UW MN program is a completely online process. **With the exception of foreign transcript evaluations\***, you are not required to send any items to the UW School of Nursing at the time of application.

You will complete and upload all components of your application via the UW Graduate School website: <https://www.grad.washington.edu/applForAdmiss/>.

\*If you have attended non-U.S. post-secondary college-level schools, **you must submit an official transcript evaluation for each school attended to the UW School of Nursing. See the \*\*\*"Foreign Transcripts" section on page 2 for more details.**

All MN applicants will be charged an \$85.00 application fee by the UW Graduate School.

During the application process, you must complete PDF forms and upload these to your online application. We **HIGHLY** recommend that you save a copy of each PDF document, as well as electronic copies of all components of your application for your own records, as you cannot access these once you have submitted your online application.

**Incomplete applications will not be reviewed.**

## DEADLINE

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**The deadline for Autumn 2016 admission is 11:59PM Pacific Time, January 15, 2016.**

## START YOUR APPLICATION

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

Question 1: Select "Graduate" for your application type.

Question 2: **Select "Nursing - Seattle Campus (M of Nursing)"** for your graduate program.

Question 3: Select "Fall 2016" to indicate the quarter and year you wish to enter.

Question 4: Select "Community Health Nursing" as the area of interest (track specialization) for which you want to be considered.

Questions 5: Select "Master's" for ultimate degree goal.

Questions 6-13: Answer accordingly.

## REPORT PRIOR SCHOOLS

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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

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

Although the UW Graduate School application requests unofficial transcripts, **the UW School of Nursing strongly encourages you to upload official transcripts, as they are easier to evaluate and process.**

If you are offered admission to the MN program, 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:

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

### \*\*FOREIGN TRANSCRIPTS

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

Additionally, you must email a transcript evaluation for each foreign school attended to the UW School of Nursing. Visit: <http://nursing.uw.edu/admissions/foreign-transcript->

[evaluation-services](#) for approved foreign transcript evaluation services.

**DO NOT upload transcript evaluations to your online application or send them to the UW Graduate School.**

Email your foreign transcript evaluation to [sonapply@uw.edu](mailto:sonapply@uw.edu) with the subject line: **"Foreign Transcript Evaluation for MN"**. Foreign transcript evaluations must be received by the UW School of Nursing **NO LATER than January 15, 2016, 5:00PM PT.**

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

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

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 (<http://nursing.uw.edu/admissions/proof-english-language-proficiency#MN-DNP>), 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.

**An applicant who does not have a minimum test score in each category is NOT eligible to apply to the Master of Nursing, Doctor of Nursing Practice, or Graduate Certificate Programs with clinical components.**

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

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Include your full name, address, phone number and email address on first page of the resume and put your name at the top of any additional pages. The resume should be in 12-point Arial/Calibri font, with 1" margins, no more than 4 pages, and saved as a PDF to upload to your online application.

Submit a resume describing life experiences, including professional, volunteer and community activities. Include any leadership roles, professional activities, consultation work, research, teaching experiences (formal and informal), special achievements, and experiences working with underserved populations. List membership in organizations, including professional ones. Are you conversant in more than one language (bilingual, multi-lingual)? Have you had any international experiences either prior to becoming an RN or as an RN? Identify dates and positions, including a brief description of responsibilities.

Keep these points in mind:

- The School of nursing is interested in knowing about a wide spectrum of relevant experience, both formal and informal.
- The Admissions Committee is particularly interested in 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 list position titles; be specific about the responsibilities involved in experiences.

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.
- Include dates of employment/activity for each position on your resume.
- Use easy-to-read fonts (e.g., Arial, Calibri); a font size of 12-point is recommended.

## ADMISSIONS QUESTIONS

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

Upload your saved response into the corresponding fields on the application. Essay responses for each question should 250-300 words each. 12-point Arial or Calibri font is recommended.

### ADMISSION QUESTION: NURSING AS A CAREER

- Why have you decided to enter a graduate program at this time?

- What do you hope to gain from study in your chosen area?
- If your choice involved a change in your major area of practice, what prompted this change?

### ADMISSION QUESTION 2: ADVANCED PRACTICE NURSING

- Identify a major healthcare problem of personal concern or interest to you.
- How do you see study within your chosen focus area helping to prepare you to address this problem as an advanced practice nurse?

### ADMISSION QUESTION 3: DIVERSITY

- Give a specific example of your personal and/or professional experience with individuals/communities of a different background from your own.
- Indicate how this experience and your attitudes toward diversity may influence your ability to practice as an advanced practice nurse.

## OPTIONAL STATEMENT

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If you feel that your transcripts, resume, and/or admissions questions do not accurately reflect your abilities and preparedness for study in the MN program, or if you have any breaks in education or employment, you have the option of explaining why in an optional statement.

## LETTERS OF RECOMMENDATION

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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, [sonsas@uw.edu](mailto:sonsas@uw.edu).

You must have 3 letters of recommendation:

1. an academic recommendation, such as one from a clinical or class instructor, or preceptor
2. a recommendation from a current clinical supervisor
3. one additional recommendation, either academic or clinical.

Guidelines:

1. Recommendations should be current (from within 2 years of application).

2. Additional letters of recommendation will not be considered.
3. Family members or friends are NOT eligible to write letters of recommendation.

You may wish to sit down with your recommenders ahead of time to discuss the questions they will respond to. They 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 – Seattle Campus (M of Nursing) 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 give her/his impression of your:

1. Ability as a scholar
2. Clinical nurse competence
3. Teaching and supervisory potential or ability
4. Personality, integrity, and ability
5. Potential for research and professional development

## UW SCHOOL OF NURSING REQUIRED SUPPLEMENT

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**Download**, complete and save the UW School of Nursing Required Supplement form to your computer:

<http://apps.nursing.uw.edu/documents/admissions/grad/Grad-Supplemental-App.pdf>

**Question #4:** Select “MN: Community Health Nursing” as the degree program and track you are applying to.

**Question #5:** Skip this question; it applies to Doctor of Nursing Practice applicants only.

**Question #8:** Indicate if you are applying to other graduate programs, including the names of the schools. This information is used for statistical purposes only and will not affect your admissibility.

**Question #9:** Applicants must complete an [approved 3 credit basic course in descriptive and inferential statistics](#) with a grade of at least 2.0 (C). **If your course is not on the School of Nursing approved list you will be required to**

**submit a statistics course description in the last step before submission of your online application.**

**Questions #10-11:** List all nursing licenses you currently hold (RN, APRN, CNA, LPN, NAC). Include the license number, U.S. state in which the license/certification is held, and expiration date for each.

For certifications, include the certifying body and expiration date.

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.**

## BACKGROUND CHECK FORM

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**The UW School of Nursing must have a copy of this document with your signature on it. Download** and save a copy of the UW School of Nursing *Background Check and Authorization for Repeat Checks and Dissemination of Results* form to your computer:

<http://apps.nursing.uw.edu/documents/admissions/BgCheck-Form.pdf>

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.**

There is no fee for this form. **Do not pay to run a background check at the time you apply.**

You are required to pay to run a background check through Verified Credentials, Inc. **ONLY** if you are admitted to the MN program and accept our offer of admission.

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

## SUBMIT YOUR APPLICATION

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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. MN applicants are notified of admission status as early as mid-March through April.