Thank you for applying to a UW School of Nursing graduate certificate! This application process is designed to ensure the admissions committee has all of 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.

Direct any questions about the online University of Washington Graduate School application to 206.685.2630 or uwgrad@uw.edu.

ELIGIBILITY CHECKLIST

To apply to a graduate certificate, you must:

❑ Contact the track lead to confirm applications are being accepted for your program of choice

❑ 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**

❑ You must have either:
   o a prior graduate nursing degree, *or*
   o be **concurrently enrolled** in the Doctor of Nursing Practice (DNP) or Doctor of Philosophy in Nursing Science (PhD) programs in the UW School of Nursing
      ▪ Eligible PhD applicants must have earned a Master of Nursing degree *at the time of application*

❑ If you have already earned a graduate nursing degree, it must be a:
   o DNP degree from an accredited program, *or*
   o Master of Nursing degree (MN, MSN) from an accredited program, **and you must be currently practicing as an APRN** (clinical nurse specialist, nurse-midwife, nurse practitioner, or nurse anesthetist)

International applicants can apply to a graduate certificate program *only if*:
- You are in the U.S. on an H (work) visa
- You will complete the certificate program concurrently while enrolled as a UW international student in a graduate-level, degree-granting program.

❑ Proof of English language proficiency **if your native language is not English**, regardless of citizenship*****

❑ Eligible 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.

*International applicants: For information about English proficiency and RN licensure, visit the *International applicants* page of the graduate certificate you are applying to on the School of Nursing website: http://nursing.uw.edu/programs

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

DEADLINE

The application deadlines for graduate certificates are 11:59 p.m. on the following dates:

- **October 15** to begin study in winter quarter
- **January 15** to begin study in spring quarter
- **May 1** to begin study in autumn quarter

You will complete the graduate certificate application online. You will not be able to submit an application after the deadline.

HOW TO APPLY

Applying to a UW graduate certificate is an online process. You will upload and submit all components of your application via the UW Graduate School website: https://grad.uw.edu/admissions/apply-now/

The UW Graduate School will charge all graduate certificate applicants an $85.00 application fee.

We **highly** recommend saving a copy of each document you upload for your records. You cannot access these once you have submitted your online application.

We will not review incomplete applications.

START YOUR APPLICATION

First, make sure you can apply to a graduate certificate. You must:

1. Contact the track lead for your program of choice to verify applications are being accepted (review the "Apply" web page on the School of Nursing website for your intended program)
2. Meet one of the specified criteria under the second bullet in the Eligibility Checklist

If you are not sure if you are eligible, contact the School of Nursing: 206.543.8736, asknursing@uw.edu.

BACHELORS-PREPARED RNs

Bachelors-prepared Registered Nurses should apply to the **Doctor of Nursing Practice** program.

Graduate certificate programs are available to **advanced practice nurses** with a **graduate degree in nursing** who meet our eligibility requirements.

CREATE YOUR PROFILE

Once you determine if you are eligible to apply to a graduate certificate, create your applicant profile at https://grad.uw.edu/admissions/apply-now/.

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

Question 2: Select **Nursing - Grad Cert Prog - Adv Pract Nurs** for your graduate program.

Question 3: Select "Fall 2021" to indicate the quarter and year you wish to enter.

Question 4: Select the **area of interest** (the certificate program) you are applying to (e.g., Adult-Gerontology Acute Care NP, Nurse-Midwifery, Psychiatric Mental Health NP, etc.)

Question 5: Select either "Master's" or "Doctoral" for ultimate degree goal (it does not matter which you choose).

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.

List schools in chronological order, entering the **most recent first** and the **earliest last.**

SUBMIT TRANSCRIPTS

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

Although we accept unofficial transcripts, **we recommend official transcripts** as they are easier to evaluate and process. It is **your responsibility** to upload a legible transcript for each school you list and ensure that you can open the scanned file after you upload it to your application.

If you accept an offer of admission to a graduate certificate program, the Graduate School will ask you to send an official transcript showing completion of a previous degree (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/

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.

Applicants can waive the English proficiency requirements **only** if they:

- have received a bachelor's, master's, or doctoral degree from a regionally accredited institution in the U.S. or 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

We require minimum spoken English test scores to ensure a student's success during clinical placements.

If you do not have a minimum test score in each category, you are not eligible to apply to a graduate certificate that has clinical components.

Self-report your scores in your online application and request to send official English proficiency scores to the

University of Washington (UW Institution Code: 4854).

RESUME

Include your full name, address, phone number, and email address on the first page of the resume and put your name at the top of any additional pages. The resume should be no more than four 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 before 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 broad 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 mistakes you miss.
- Include dates of employment/activity for each position on your resume.
- Use easy-to-read fonts (e.g., Arial, Calibri); we recommend a font size of 12-point.

ADMISSIONS QUESTIONS

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

Upload your saved response into the corresponding fields on the application. Essay responses for each question should be on double-spaced page, using 11-point Arial or Calibri font with 1" margins.

Your responses 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.

ADMISSION QUESTION 1: PURPOSE

- Identify a major health/clinical problem of personal concern or interest to you.
- Describe how the graduate certificate to which you are applying will help prepare you to address this issue as a healthcare provider or professional.

ADMISSION QUESTION 2: DIVERSITY

- Give a specific example of your personal or professional experience with individuals/communities of a different background than your own.
- Indicate how this experience and your attitudes towards diversity may influence your ability to practice as a healthcare provider or professional.

OPTIONAL STATEMENT

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

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. A recommendation from a current clinical colleague or supervisor, who can speak directly to your clinical practice as an APRN. They should either practice in the role and population you are seeking to add (e.g., pediatric clinical nurse specialist, nurse-midwife, psychiatric-mental health nurse practitioner), or work with individuals in the advanced practice specialty sought (ex. PA, MD/DO) and knows role performance requirements and your capabilities. **Their letter should specifically speak to your ability to function in your role.**
2. An academic recommendation, such as one from an instructor/professor, clinical instructor, or preceptor (In some cases, it may be more than three years since you completed your program of study. It is acceptable to have a recommendation from this academic reference as long as they can speak about your current practice/abilities.)
3. Either an academic or clinical recommendation

Guidelines:

1. Recommendations should be current, have had contact with you during the last three years, and be able to speak to your ability to complete graduate-level education.
2. Only three letters of recommendation are accepted; we will not consider additional letters.
3. 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 to which they will respond. Your references will receive 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 – Grad Cert Prog. – Adv Pract Nurs 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, we ask each recommender to give their impression of your:
1. Ability as a scholar
2. Clinical nursing competence
3. Teaching and supervisory potential or ability
4. Personality, integrity, and ability
5. Potential for research and professional development

PROFESSIONAL LICENSURE

List any active professional licensure you currently hold. Include the license type (e.g., RN, ARNP), license number, the U.S. state where the license is active, and the expiration date.

CREDENTIAL/TRANSCRIPT EVALUATIONS

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

You must also 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 graduate certificate you are applying to: https://nursing.uw.edu/programs/

SUBMIT YOUR APPLICATION

Once you have completed each section, 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 MyGrad.

We will notify graduate certificate applicants of their admission status in June.