

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.

We recognize that applying to a graduate certificate 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 [asknursing@uw.edu](mailto:asknursing@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 a graduate certificate, 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**
- ❑ Must meet **one** of the following criteria:
  1. **Already have a graduate degree in nursing** in an advanced practice specialization (required for all nursing advanced practice graduate certificates: Adult Geriatric NP, Midwifery, Pediatric Clinical Nurse Specialist, Pediatric Nurse Practitioner Acute Care, Pediatric Nurse Practitioner Primary Care, Perinatal Nurse Specialist, Psychiatric Mental Health NP).
    - MN and DNP degree-prepared applicants are eligible to apply to any of these graduate certificates **with the exception of Psychiatric NP**. The PMHNP graduate certificate **requires a DNP degree**.
  2. **Already have a graduate degree in another appropriate field**, when applicable (required for Advanced Practice Environmental and Occupational Health and Palliative Care).
  3. **Currently enrolled or have applied to be admitted and enrolled at the University of Washington in an appropriate graduate degree program** and would complete the graduate certificate concurrent with this degree (graduate certificates cannot be awarded until degree is completed).
    - **This requirement applies to international applicants**. Unless you are in the U.S. on an H visa (work visa), if you **do not** meet this criteria you cannot apply to a graduate certificate.
- ❑ Proof of English language proficiency **if your native language is not English**, regardless of citizenship\*
- ❑ If the graduate certificate requires clinical (NCLIN) courses, 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 (Fall 2018)

**\*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>

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

## DEADLINE

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**The application deadline for all graduate certificates for Autumn 2018 admission is 11:59PM Pacific Time, May 1, 2018.**

The graduate certificate 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 a UW graduate certificate is a completely online process. You will complete, upload, and submit all components of your application via the UW Graduate School website: <https://grad.uw.edu/admissions/apply-now/>

All graduate certificate 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 them 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. You cannot access these once you have submitted your online application.

**Incomplete applications will not be reviewed.**

## START YOUR APPLICATION

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**First, make sure you are eligible to apply to a graduate certificate.** You must meet one of the specified criteria under the second bullet in the Eligibility Checklist (page 1).

If you are unsure if you are eligible, contact the School of Nursing: 206.543.8736, [sonsas@uw.edu](mailto:sonsas@uw.edu). **A common error is for RNs who have only been prepared at the bachelor's level to apply to a graduate certificate when they should instead apply to the Doctor of Nursing Practice program.** Once you select the DNP application, you will choose your area of interest/specialty: Adult-Gerontology Acute or Primary Care NP, Community Health Nursing, etc.

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 the appropriate Nursing - Grad Cert Prog - Adv Pract Nurs** for your graduate program.

Question 3: Select "Fall 2018" to indicate the quarter and year you wish to enter.

Questions 4: Select either "Master's" or "Doctoral" for ultimate degree goal (does not matter which you choose but you must choose one or the other).

Questions 5-13: 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 recommends that you scan and upload 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 the scanned file can be opened after you upload it to your application.

If you are offered admission to a graduate certificate, 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

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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 graduate certificate you are applying to: <https://nursing.uw.edu/programs/>

## 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, 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 graduate certificates 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 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 prior to becoming a 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 1: PURPOSE

- Identify a major 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 and/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

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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 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

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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 three letters of recommendation:

1. an academic recommendation, such as one from a clinical instructor, preceptor or class instructor

2. a recommendation from a current clinical supervisor at your work, clinical instructor, or clinical preceptor
3. one additional recommendation, either academic or clinical

Guidelines:

1. Recommendations should be current (from within two 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 – 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, 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  
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:  
<https://nursing.uw.edu/grad-supplemental-app/>

**Question #4:** Select the appropriate “Nursing – Grad Cert Prog. – Adv Pract Nurs” as the program you are applying to.

**Question #5:** Skip this question; it applies to Doctor of Nursing Practice program 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:** graduate certificate applicants are NOT required to show evidence of completion of a statistics course

**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:  
<https://nursing.uw.edu/bgcheck-form/>

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 a private national background check agency specified by the School **ONLY** if you are admitted to a graduate certificate 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.

graduate certificate applicants are notified of admission status in June.