Thank you for applying to the UW Master of Science Clinical Informatics and Patient-Centered Technologies (MS-CIPCT) program! 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.

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 MS-CIPCT 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 baccalaureate degree, in any discipline, from an accredited university

- ❑ Proof of English language proficiency **if your native language is not English**, regardless of citizenship: https://nursing.uw.edu/programs/degree/ms-cipct/international/

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.**

DEADLINE

The deadline for Autumn 2019 admission is 11:59PM Pacific Time, May 1, 2019.

The MS-CIPCT 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 MS-CIPCT program is a completely online process. 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 MS-CIPCT 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

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

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

Question 2: **Select "Nursing – Seattle Campus (MS)"** for your graduate program.

Question 3: Select "Fall 2019" to indicate the quarter and year you wish to enter.

Question 4: Select "Clinical Informatics" 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

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 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 the MS-CIPCT 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: https://grad.uw.edu/admissions/understanding-the-application-process/general-admissions-faqs/

CREDENTIAL/TRANSCRIPT EVAULATIONS

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.

Visit: https://nursing.uw.edu/programs/degree/ms-cipct/international/ for approved credential/transcript evaluation services.

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.

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 (https://nursing.uw.edu/programs/degree/ms-cipct/international/), OR
- can provide official documentation from the institution verifying the applicant's undergraduate degree is from an institution where all instruction was in English

An MS-CIPCT applicant who has a score under the minimum score can still apply to and MAY be admitted to the MS-CIPCT program, but upon matriculation would be required to take designated courses through the University of Washington Academic English Program (AEP).

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

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 inch margins, 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.

Identify dates and positions, including a brief description of responsibilities.

Keep these points in mind:

- We are 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

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.

1. What are your reasons for pursuing the Master of Science degree in Clinical Informatics and Patient-Centered Technologies?
2. What current research or applied interests in clinical informatics and patient centered technologies do you want to study in the Master of Science program?
3. Describe your participation in research-related activities or health information management.
4. Identify, if known, any particular informatics faculty with whom you would like to work.
5. What are your career goals after completing the Master of Science program?

OPTIONAL STATEMENT

If you feel that your transcripts, resume, and/or admissions questions do not accurately reflect your abilities and preparedness for study in the MS-CIPCT 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

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 as soon as possible: 206.543.8736, asknursing@uw.edu.

You must have three letters of recommendation:

1. an academic recommendation
2. a recommendation from a current clinical supervisor
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 – Seattle Campus (MS) 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 (for applicants with nursing backgrounds only)
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

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 "MS: Clinical Informatics and Patient-Centered Technologies" 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 quarter-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 (https://nursing.uw.edu/approved-statistics-courses/) 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 professional licenses you currently hold (e.g., RN, APRN, PA-C, MD, MSW). 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

The UW School of Nursing must have a copy of this document with your signature on it. Download and save a copy of the *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 the MS-CIPCT 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

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.

MS-CIPCT applicants are notified of admission status in June.