Thank you for your interest in GNM enrollment here at the School of Nursing. **Before applying**, **please be sure you have made appropriate inquiries** to ensure there is a course available for you to register for and in the quarter for which you wish to apply.

We hope these instructions will help clearly guide you through this process and ensure we have all of the necessary information to consider you for admissions. If you have questions that are not answered in these instructions or at the URL above, 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 for GNM status, 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**
- ❑ A baccalaureate degree from an accredited school and in an appropriate field based on requirements for your School of Nursing degree program of interest. **If a Bachelor of Science in Nursing degree is required, it must be from a CCNE or NLN accredited program.**
- ❑ Students expecting to be issued F-1 student visa documents and current holders of B-1 visitor visas are NOT are not eligible for GNM status

DEADLINE

You submit a GNM application for the quarter in which you which to enroll. The deadlines for School of Nursing are:

- Autumn Quarter: May 1
- Winter Quarter: November 1
- Spring Quarter: February 1
- Summer Quarter: May 1

HOW TO APPLY

Applying for GNM status 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 GNM applicants will be charged a $75.00 application fee by the UW Graduate School. **PLEASE NOTE:** If there is **NOT** a course available for you to register for in the quarter to which you apply, the application is **NOT** transferable to a later quarter and the application fee is **NOT** refundable. **Please be sure to make the appropriate inquiries about course availability IN ADVANCE OF submitting this application!**

Unlike applicants applying as matriculating students, GNM applicants are not required to submit letters of recommendations and non-native speakers of English are not required to show proof of English language proficiency.

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.

START YOUR APPLICATION

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

Question 1: Select "Graduate Non-Matriculated" for your application type.

Question 2: **Select your School of Nursing degree program of interest: "Nursing – Doctor of Nursing Practice"** or "**Nursing – Seattle Campus (MS)** or "**Nursing Science (PhD) – Seattle campus**"

Question 3: Select the quarter and year you wish to enter.

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

Questions 5-10: 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 or 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 <u>official transcripts</u> 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.

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.

If you need the name of an approved credential/transcript evaluation service, please contact Student and Academic Services at 206.543.8736 or email asknursing@uw.edu

RESUME

Submit a resume describing life experiences, including professional, volunteer, and community activities. Include any leadership roles, professional activities, consultation work, research, teaching experiences, special achievements, and experiences working with underserved and underrepresented populations.

The resume should be in 12-point Arial/Calibri font, 1 inch margins, no more than three pages and saved as a PDF document to upload to you online application.

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.
- 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.
- Include dates of employment/activity for each position on your resume.

GOAL STATEMENT

Upload a brief goal statement indicating your goals in applying to the School of Nursing as a GNM student. Note which courses you intend to take and, if known, how long you intend to continue in the GNM status.

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 your Graduate School application account. You will be notified of admission as a School of Nursing GNM student, after the application deadline and with sufficient time to register in the quarter you are applying for.