

# Bachelor of Science in Nursing Application Instructions

It is your responsibility as an applicant to be aware of all relevant application requirements. If you have questions that are not answered in these instructions or on the School of Nursing website (<a href="http://nursing.uw.edu">http://nursing.uw.edu</a>), contact Academic Services at (206) 543-8736 or email <a href="mailto:sonas@uw.edu">sonas@uw.edu</a>.

#### **Before Beginning Your Application**

Make sure you are eligible to apply to the BSN program. You must have:

- ☐ A cumulative Grade Point Average (GPA) of 2.0 for all completed college-level coursework
- ☐ Completed 90 quarter hour credits by the time you matriculate into the program, including:
  - At least 3 of the Natural World prerequisite courses with a cumulative GPA of 3.0 or higher for those courses, or 4 Natural World courses with a minimum cumulative GPA of 2.8 for those courses
- ☐ A minimum grade of 2.0 ("C") in each BSN prerequisite course, including all Natural World courses, Lifespan Growth & Development, and Statistics
- □ Minimum 100 hours of volunteer or paid hands-on healthcare experience in 1 setting over the course of 3 months, completed within 12 months prior to applying to the BSN program
- □ Proof of English language proficiency: http://nursing.uw.edu/admissions/english

Download and complete the BSN GPA Worksheet to see if your completed college coursework meets the minimum required GPA:

http://nursing.uw.edu/admissions/bsn/worksheet

#### Deadline

The deadline for Autumn 2013 admission is 5:00pm, January 15, 2013. Applications postmarked 1/15/2013 or received after the deadline will not be considered for admission.

#### **How to Apply**

If you are not currently attending the University of Washington Seattle campus, you will need to apply. See <a href="http://admit.washington.edu/Admission">http://admit.washington.edu/Admission</a> for requirements, fees, and deadlines.

There is no fee to submit the UW School of Nursing application. If you are admitted to the BSN program and accept our offer of admission, however, you are required to pay to run a background check through Verified Credentials, Inc.

You will complete the PDF application forms using Adobe Acrobat or the free Adobe Reader software. For more information about completing PDF forms, especially if you will use a Mac computer to complete the application, see <a href="http://nursing.uw.edu/admissions/pdf/">http://nursing.uw.edu/admissions/pdf/</a>

Send the completed and signed application and all supporting documents by the deadline to:

Academic Services
University of Washington School of Nursing
Box 357260
1959 NE Pacific Street
Seattle, WA 98195-7260

Applications may also be dropped off in person:

Health Sciences Building T-Wing, Room T-301

Email the completed PDF application form ONLY (do not send any additional supporting documents) as an attachment to sonasapp@uw.edu. Both printed and electronic copies are required in order to be considered for admission.

Applications missing any piece outlined on the application checklist are considered incomplete and will not be reviewed.

Do not send materials not requested on the application checklist, such as CDs, portfolios, or photographs. These items will not be considered.

#### Reapplicants

If you are reapplying to the UW School of Nursing you must re-submit <u>all new</u> materials with your application, including official transcripts. We will not copy materials previously submitted to the UW School of Nursing.

#### **Supplemental Academic Background Form**

Download and complete the *Supplemental Academic Background* form only if you have attended more than 4 colleges/universities. Print and include this with your application packet (do not submit via email).

Download the Supplemental Academic Background form here: <a href="http://nursing.uw.edu/admissions/academic-supplement">http://nursing.uw.edu/admissions/academic-supplement</a>

#### **Background Check Form**

Complete and sign the Background Check and Authorization for Repeat Background Checks and Dissemination of Results form. Do not pay to run the background check when you apply or before you receive instructions to do so from the School of Nursing.

Download the Background Check form here: <a href="http://nursing.uw.edu/admissions/bgcheck">http://nursing.uw.edu/admissions/bgcheck</a>.

#### Resume

The resume familiarizes the application reviewers with your experiences and training relevant to the nursing program. It is important that you *describe* the specific activities and responsibilities of your experiences; don't just list them. You want to present yourself as a good candidate for the profession of nursing and the BSN program.

Submit a 1-2 page resume that is organized according to the categories below. Set the resume up in a professional manner, with your name and current address at the top. Do not use a font size smaller than 10-point. Proofread your resume for spelling errors.

Include the following for each experience:

- Name of agency/hospital/clinic
- Location
- Dates
- Total hours
- Short, detailed description of your activities/responsibilities
- Contact names, phone numbers and/or email addresses when requested (see below)

Give each of the following categories a header:

<u>Healthcare Experience:</u> Volunteer or paid work in a healthcare setting. Include your supervisor's name, phone number and/or email address.

<u>Community Involvement/Service</u>: Active participation in a group/community, such as a student organization, neighborhood club, church, etc. Include any appropriate contact names, phone numbers, and/or email addresses.

<u>Leadership/Teaching Experiences:</u> Include situations where you have taken the lead, been in charge of a particular effort, and/or have trained individuals or groups. Include any appropriate contact names, phone numbers, and/or email addresses.

<u>Non-English Language Proficiencies:</u> For each language you list, indicate at what level you are able to speak, write, and read the language. For example:

- Speaking ability: native, fluent, basic, very basic
- Writing ability: native, fluent, basic, very basic
- Reading ability: advanced, comprehension at college level, comprehension at grade school level, basic, very basic

### Healthcare Training, Licenses, or Certificates (optional): Examples include:

- CPR training
- HIV/AIDS education
- Licenses/certificates for:
  - Nursing Assistant Certified (CNA)
  - Licensed Practical Nurse (LPN)
  - Doula
  - o Mental Health Counselor

Include the training date(s), provider(s), and license/certification number(s) when applicable.

#### **Personal Statement**

Respond to **all three** questions below in your personal statement. Your personal statement should be no more than 2 pages total, typed and double-spaced with a font size no smaller than 10-point.

- A. Think about your hands-on healthcare experience. Describe how each of the following have helped you identify your strengths and weaknesses as a future nurse:
  - The healthcare setting itself
  - The duration of your experience
  - Skills learned and applied
  - Types of health professionals and patients you interacted with
- B. What are the most important things you have learned about yourself in the context of your healthcare experience? How will you apply what

- you have learned about yourself to the practice as a nurse?
- C. Using 1 example from your past healthcare experience, explain how your cultural awareness will impact your work with people who are different from yourself.

#### **Letter of Recommendation**

You will submit 1 letter of recommendation with your application. You may wish to make time to sit down and discuss this letter with your recommender. Arrange for your letter of recommendation well in advance of the application deadline.

Additional letters of recommendation will not be considered.

The letter of recommendation should be written by someone who supervised you during your hands-on healthcare experience. Ideally, this person will be a registered nurse (RN).

Family members or close, personal friends are not eligible to write your letter of recommendation.

Download the BSN Letter of Recommendation form here: http://nursing.uw.edu/admissions/bsn/letter.

Complete all fields on page 1 of the form, including the number of hours as of December 31. Print out, sign, and date the form on the bottom of page 1 if you choose to waive your right to review the recommendation.

Forward both pages to your recommender to have them complete page 2. Your recommender will attach these to their letter of recommendation; they should return this to you for submission with your application.

If you have waived your right to review the recommendation, it should be returned to you and submitted to the School of Nursing in a sealed and signed envelope.

#### Transcripts

You will need to order a total of 2 official transcripts from every college or university you have ever attended (including the University of Washington), regardless of whether or not you earned a degree or certificate there. You must submit a transcript from every school even if credits from one school appear on the transcript of another. Unofficial transcripts are not accepted.

Do not submit high school transcripts.

You will submit 1 set of official transcripts with your School of Nursing application and 1 additional set of official transcripts with your University of Washington application (if applicable).

## Course Descriptions for Prerequisite Courses Taken Outside of Washington State

If you completed Lifespan Growth & Development, Statistics, or any BSN Natural World prerequisite courses outside of Washington State, submit course catalog descriptions for these courses only. Descriptions supplied by a school, photocopied from a course catalog, or cut and pasted from a school's website are acceptable. Indicate the school's full name and location.

Do not submit course descriptions for any other college coursework.

#### Transfer Students

All transfer students to the University of Washington must meet the English Proficiency Requirements:

http://depts.washington.edu/registra/students/elpr. If you are admitted to the BSN program, this requirement must be satisfied, including completion of any required Academic English Program (AEP) courses.

This requirement must be satisfied no later than August 31, 2013. Failure to meet the requirement by the deadline will result in withdrawal of your offer of admission from the School.

#### **Essential Qualifications Form**

Read, sign, and date the Essential Qualifications of Candidates for BSN & ABSN Admissions, Continuance & Graduation form.

#### **Optional Applicant Data Form**

The information you provide on the Optional Applicant Data form will NOT be used in admissions decisions. Though completion of the form is not mandatory, the information provided is useful to the School of Nursing for statistical purposes.

#### **Application Instructions**

Read the instructions for each question as you work through the BSN application. You will be held accountable for providing complete and accurate information. If a field does not apply to you, leave it blank.

You will complete the BSN application form using Adobe Acrobat or Reader. Other PDF software will not recognize the calculated fields and may not save your information correctly. Visit <a href="http://nursing.uw.edu/admissions/pdf">http://nursing.uw.edu/admissions/pdf</a> for more information, especially if you will use a Mac computer to complete your application.

Sign and date the printed copy of your application to mail to the School of Nursing. A signature is not required on the PDF version that you will email to the School.

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#### A. Personal Information

**Former Name(s):** If your name has changed in any way, indicate your former name(s).

Name You Go By: Indicate any other names you go by, including alternate names or nicknames.

**Date of Birth:** You must provide your date of birth for identification purposes.

#### **B.** Address

Mailing Address: Indicate the address to which the School of Nursing should mail all correspondence. Notify the School in writing if:

- Your mailing address changes
- You wish correspondence to be sent to your permanent address rather than the mailing address

**Permanent Address:** Indicate the address considered your permanent place of residence.

Alternate Contact Address: We ask you to provide an alternate contact address in the event we cannot reach you at your mailing or permanent addresses.

**Email Address:** Like your mailing address and phone number, your email address should be one at which you can be reached reliably throughout the admissions process. You will need to email the completed BSN PDF application form to the School of Nursing, and the School will use email to communicate with you in a timely manner. Make sure this email address is valid and checked regularly. If it changes, notify the School of Nursing promptly.

Don't have an email address? Gmail offers free email accounts: http://www.gmail.com

#### C. Citizenship & Residency

**Country of Citizenship:** Only complete this question if you are not a U.S. Citizen.

State of Residency: Complete this question only if you are a U.S. resident. If you are a Washington State resident, indicate the number of years you have lived here continuously.

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#### D. Colleges/Universities Attended

If you attended a college or university more than once but did not earn more than one degree or certificate at that school, only list it on one line. Include the earliest start date and most recent end date.

If you earned more than one degree/certificate at a school, list that college/university for each degree/certificate earned with the appropriate dates.

**Location:** Indicate the city and state of that college/university. Include a country only if it is outside of the United States.

**Start Date:** This is the date you began studying at that college/university.

**End Date:** This is the most recent date you attended a college/university. This will often be the date you earned a degree/certificate (if applicable).

**Degree Earned:** The degree or certificate earned (e.g., BS, MA, CERT, etc.).

**Area of Study:** Your official or unofficial major while studying at that college/university.

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#### E. Natural World Required Courses

You will complete a total of 6 Natural World prerequisite courses:

- General Chemistry
- Organic Chemistry
- Human Anatomy
- Human Physiology
- Nutrition
- Microbiology + lab

At the time you submit your application, you must have a minimum of 3 of these courses completed.

CHEM 221 (UW students only) and the required Physiology/Microbiology labs do *not* count towards the minimum 3 courses that must be completed when you submit your application. These are still required but considered part of the main lecture course or series.

Enter the prerequisite courses you have completed or plan to complete following the instructions and example provided on the application. Do not list any courses where you earned a grade lower than 2.0 ("C").

There is no expiration date for prerequisite courses you have already completed. However, we recommend re-taking any science courses you feel you may need a refresher in.

Your Natural World cumulative GPA is calculated automatically on the PDF form. If you find it is not calculating correctly (or at all), make sure you have the most recent version of Adobe Reader or, in the case of Mac users, are not accidentally using Preview (this is the default program for viewing or completing PDFs).

Only enter the quarter credits earned for courses you have completed. Entering credits for courses you have not yet completed will affect your GPA calculation. Do not enter the credits or grade if your school provided narrative evaluations instead of decimal grades (e.g., Evergreen State College).

The gray box below the calculated GPA will count the number of completed Natural World courses (General Chemistry, Organic Chemistry, Anatomy, Physiology, Nutrition, and Microbiology) based on whether or not you entered a grade for them (for a maximum number of 6).

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#### **Additional Required Courses**

Enter the prerequisite courses you have taken/plan to take that satisfy each of the categories listed.

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### G. Out-of-Area Applicant Essay Proctor

If it is not reasonable for you to travel to the UW Seattle campus to write the proctored essay on the designated date, indicate the faculty member, academic advisor, or work supervisor who will serve as your essay proctor.

Your proctor's email address is required. Be sure your proctor uses an official work and/or professional email address. Personal email addresses from accounts such as Gmail, Hotmail, or Yahoo will not be accepted.

The essay questions and instructions for administering the

essay will be emailed to them two days in advance of the essay.

Out-of-area proctored essays must be received by noon the day after the designated proctored essay date. Late essays are not accepted and there are no make-up sessions.

