

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 (<http://nursing.uw.edu>), contact Academic Services at (206) 543-8736 or email sonas@uw.edu.

Questions about the online Graduate School application should be directed to (206) 685-2630 or uwgrad@uw.edu.

Before Beginning Your Application

Make sure you are eligible to apply to the Doctor of Nursing Practice (DNP) program. You must have:

- A minimum cumulative Grade Point Average (GPA) of 3.0 for the last 90 **graded college/university quarter hour credits** you completed
- One of the following in-process or earned degrees:
 - a bachelor's degree in nursing from an CCNE or NLN accredited program
 - an associate's degree/diploma from an accredited RN program **combined with** a non-nursing bachelor's degree
 - a Master of Nursing from an accredited program
- Proof of English language proficiency if your native language is not English:
<http://nursing.uw.edu/admissions/english>
- International applicants must have an active, unrestricted U.S. registered nurse (RN) license:
<http://nursing.uw.edu/admissions/international/grad>

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

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 accepted.

Military applicants must apply by October 1 to accommodate Federal Government requirements.

How to Apply

There is a fee to apply to the University of Washington Graduate School. See <https://www.grad.washington.edu/applForAdmiss/> for fees and application procedures.

If you are admitted to the DNP program and accept our offer of admission, you are required to pay to run a background check through Verified Credentials, Inc.

During the application process, you will complete PDF forms and upload documents to your online application. You will use programs such as Adobe Reader (free download) as well as PDF-writing software. For more information see <http://nursing.uw.edu/admissions/pdf>.

Save each of the application pieces in files/documents outside of the online application. You need to print these to include in the application packet you will send to the School of Nursing. Once you have submitted your online application you will **NOT** be able to return to your profile to print these documents.

Once you have submitted your online application, send the **completed, printed, and signed** application and printed copies of 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

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 **all new** materials with your application, including official transcripts. **We will not copy materials previously submitted to the UW School of Nursing.**

Non-Native English Speakers and International Applicants

Non-native English speakers may be required to submit English language proficiency scores, including separate scores for spoken English. If you do not meet the minimum scores **you are NOT eligible to apply to the DNP program**. For more information, see:

<http://nursing.uw.edu/admissions/international/english#mndnp>

Request that English proficiency scores, including separate scores for spoken English, be sent to the **University of Washington** (the UW Institution Code is 4854). You should also submit copies of scores to the School of Nursing in your application packet.

Transcripts

You will submit 1 set of **official transcripts** with your School of Nursing application from **every** college or university you have ever attended – regardless of whether or not you earned a degree there. Have your official transcripts sent to you in sealed envelopes so you can include them with the application packet you send to the School. **Current and former UW students must include an official UW transcript with their applications.**

The UW Graduate School requires that all applicants upload unofficial transcripts to their online application when you apply. If you are offered admission to the DNP program, you will be asked to provide an official final degree transcript to the Graduate School (the Grad School will tell you which official transcript to submit). For more information, see

<http://www.grad.washington.edu/admissions/faq/applying.shtml#transcript>

Letters of Recommendation

You will be asked to identify your recommenders when you apply. They will receive an email requesting that they complete an online form. **If your recommenders do not use email**, contact Academic Services in the School of Nursing as soon as possible: (206) 543-8736, sonas@uw.edu.

You must have 3 letters of recommendation:

1. An academic recommendation
2. A recommendation from a current clinical supervisor
3. Either an academic or clinical recommendation

Recommendations should be current (from within the past 2 years). The School of Nursing will access your completed letters of recommendation online after you have submitted your application.

You may wish to sit down with your recommenders ahead of time to discuss the questions they will respond to. Your references 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 – Doctor of Nursing Practice at the University of Washington is (select one of the following):
 - Strongly recommended
 - Recommended
 - Recommended with reservations
 - Not recommended
 - Unable to respond

Next, each recommender will be asked to rate you on the following criteria, ranging from “Below Average (lower 50%)” up to “Truly Exceptional”:

- Overall academic ability, including analytical skills and conceptual thinking ability
- Practice inquiry ability or potential
- Oral communication skills
- Written communication skills
- Clinical nursing competence
- Leadership ability or potential
- Creativity or innovative ability
- Self-reflection ability and self-critique accuracy
- Acceptance and use of constructive feedback
- Integrity and trustworthiness

Finally, your recommender will respond to the following:

- If desired, elaborate on any of your criteria ratings above.
- Please describe the applicant’s experience working with diverse groups, underserved populations, and his/her ability to respect individual differences.
- Please describe what you view as the applicant’s attributes that demonstrate his/her potential for making a contribution to nursing and health care.
- Please describe any characteristics of the applicant that could potentially restrict his/her contributions to nursing and health care.
- Please describe what you view as this applicant’s major strengths for completing the DNP program.

- Please describe the applicant's characteristics or circumstances that could potentially make completion of the DNP program challenging.

Curriculum Vitae (CV)

Submit a curriculum vitae that is organized according to the following categories/headings:

- Academic and Professional Preparation (your education since high school)
- Professional Experience (your work experience)
- Leadership Roles
- Professional, Volunteer, and Community Service Activities and Affiliations
- Consultation Work
- Research Experience
- Teaching Experience
- Special Achievements (awards, honors, certifications, publications)
- Experiences Working with Underserved and Underrepresented Populations
- Non-English Language Proficiency:
 - 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
- Scholarships Received

List activities in chronological order under each heading, beginning with the most recent activity. Where relevant, indicate the time period, location or agency, brief description of the activity, and any relevant outcome (e.g., degree, appointment).

The curriculum vitae should not exceed 4 pages and should be saved as a PDF document to upload to your 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 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 CV:

- 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 CV is longer than one page, make sure your name is at the top of any additional pages.
- Always include dates of employment/activity for each position on your CV.
- Use easy-to-read fonts (e.g., Arial, Calibri, Tahoma) and a font size no smaller than 11-point.
- Avoid lengthy narrative paragraphs; list items under each category.

Print your CV on plain printer paper. Marbled stationary and dark colored paper decrease the professionalism of your CV and do not copy or fax well.

Scholarly Writing Sample

Submit a short scholarly paper to provide an example of current skills in scholarly writing. Discuss the evidence of a common nursing intervention in either your current or future field.

The paper must be written using an academic writing style such as APA, MLA, or Chicago, be written **solely by the applicant**, and be a maximum of 3 double-spaced pages with 1-inch margins (excluding references). The paper must include a title page, which does not count towards the 3 page limit. Do not include an abstract as they will not be accepted or scored.

The paper will be evaluated on multiple factors:

- Overall paper is clear and coherent
- Individual points are clear
- Logical consistency and flow is evident
- Evidence is provided for content and referenced as appropriate
- The intervention is sufficiently discussed and supported with evidence
- Conclusions are valid
- Synthesis is evident
- Insight or reflection is evident
- Syntax, grammar, spelling, and punctuation are correct

Save this as a PDF document to upload to your online application.

Admissions Questions

Compose and save your responses to these questions in a word processor document, indicating the number of each question you are answering at the beginning of the response. **Address each question separately.**

You can then cut and paste your saved responses into the online application, and will need to **print these to include with your application packet.** Each response should be 250-300 words.

1. **For applicants seeking a new specialty:** How do you envision your role as an advanced practice nurse in your selected specialty?

For post-master's applicants not seeking a new specialty: How do you envision your practice changing with DNP education? What areas would you like to focus on in the DNP program?

Reviewers look for a clearly articulated, focused vision in responses to question 1. If you are seeking a new specialty, reviewers evaluate the fit with the selected specialty.

2. Describe a past professional or life experience where you provided leadership (formal or informal). What insights about leadership did you gain from this experience?

Reviewers consider whether this experience is described with sufficient detail, focused on 1 experience, and provides self-reflection about the experience.

3. Describe an example of how practice inquiry might improve practice or health outcomes in your specialty area. (*Practice inquiry* is defined as the application of evidence to practice in order to address a patient care or health issue.)

You might find it helpful to review the following article to guide your thinking about practice inquiry: [Magyary D, Whitney J, Brown MA \(2006\). Advancing practice inquiry: Research foundations of the practice doctorate in nursing. *Nursing Outlook*; 54: 139-11. doi:10.1016/j.outlook.2006.03.004](#)

Reviewers assess the response to question 3 for a clear understanding of practice inquiry that includes a specific example within a specialty area.

4. Briefly describe a professional or personal experience with underserved populations, people who experience health disparities, or people who are culturally different from you. What insights did you gain from this experience?

Reviewers will look at whether the experience and population are described in sufficient detail, provides self-reflection about the experience, ability to appreciate the other person's point of view about the situation, and identifies the impact of the provider's contribution on the patient's experience.

5. One of the goals of the DNP program is engaging in reflective practice, which includes a narrative account of a clinical incident that reflects insight, growth, and transformation in professional practice. Why do you think this is an important skill? Provide an example of an experience you have had with reflective practice. In your example, concisely recount the experience, indicate your thoughts about the experience, and propose an outcome (new understanding or appreciation).

Reviewers look for a clear articulation of reflective practice and its importance. The experience should be described in sufficient detail.

6. Why did you specifically select the University of Washington School of Nursing's DNP program, which emphasizes the tripartite role of leadership, practice inquiry, and advanced practice? Address why this program is best suited to meet your educational and career goals.

Reviewers identify whether the answer to question 6 articulates a basic understanding of the tripartite role that extends beyond just a description repeating what is on the UW School of Nursing's website. The fit should also reflect a link to your vision of practice.

BSN Equivalency Essays

If you do not have a baccalaureate degree in nursing, respond to the following essay questions:

1. **Professional Leadership:** Based on your academic, clinical, volunteer, work, and/or life experiences, describe your knowledge and/or experience of:
 - Research and research utilizations of quality improvement
 - Critical thinking and clinical decision making
 - Legal and ethical issues in health care

2. **Community Health Nursing:** Based on your academic, clinical, volunteer, work, and/or life experiences, describe your knowledge and/or experience of:
 - Health promotion and health education
 - Assessment, diagnosis, intervention, and evaluation at the community level and/or in population groups (e.g., patient education groups)

Compose and save your responses to these questions in a word processor document. You can then cut and paste your saved responses into the online application, and will need to print these to include with your application packet.

School of Nursing Required Supplement

Download the School of Nursing Required Supplement form and save this to your computer:

<http://nursing.uw.edu/admissions/supplemental-app>.

Complete the requested information, save the PDF, and upload this to your online application in the “School of Nursing Required Supplement” section.

See the last page of these instructions for help on completing this form.

Background Check Form

Complete and sign the 2-page School of Nursing *Background Check and Authorization for Repeat Background Checks and Dissemination of Results* form: <http://nursing.uw.edu/admissions/bgcheck>. **Do not pay to run the background check when you apply or before you receive instructions to do so from the School of Nursing.**

Failure to self-disclose criminal history that appears on a background check renders an applicant ineligible for admission.

Online Application Instructions

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

Print copies of **every piece of your application packet** before submitting your application online. Once it has been submitted, you will not be able to retrieve these documents from the online application. Print a copy of the UW Graduate School Application form to include with the application packet you mail to the School and sign it near the bottom (there will not be a signature line). This form will be available to print after you have submitted the online application.

Graduate School Application

Create your online applicant profile at <https://www.grad.washington.edu/applForAdmiss/>.

Choose **Nursing – Doctor of Nursing Practice** as the graduate program you are applying to. Also select your area of interest within the DNP.

If you already hold an advanced practice license (e.g., Pediatric Nurse Practitioner) and are *not* seeking preparation in a new specialty, select **Post-Master's – Not Seeking Additional Specialty**.

Applicant Profile: Provide a mailing address and email address that you can be reached at reliably throughout the application process.

The School of Nursing will use the mailing address you provide to mail all correspondence. Notify the School in writing if:

- Your mailing address changes
- You wish correspondence to be sent to another address

Make sure your email address is valid and checked regularly.

Unofficial Transcripts: Upload your unofficial college and university transcripts as a PDF, Word document, or Rich Text Format (RTF). Transcripts must be 1MB or less in size or they will not upload.

Recommendations: When you are ready to designate your recommenders, complete the online form with their name, organization/institution, title, email address, and phone number.

Each of your recommenders will receive an email with instructions for completing the letter of recommendation. They should submit it online. The School of Nursing will retrieve the completed recommendations from your online application after you have submitted it.

If your recommender does not have an email address, contact the School of Nursing as soon as possible.

Curriculum Vitae (CV) & Scholarly Writing Sample: Upload your CV and scholarly writing sample in PDF format only. The file size for each must be 500KB or less.

Admissions Questions/BSN Equivalency Essays: We recommend composing your answers to the admissions questions and BSN equivalency essay prompts in a word processor first and then cutting and pasting the answers into the appropriate fields on the application.

Any document formatting will be removed once it is pasted into the online field.

School of Nursing Required Supplement

Download the School of Nursing Required Supplement from <http://nursing.uw.edu/admissions/supplemental-app>. Upload the completed PDF to your online application.

Print and sign this form to include with your application packet.

Questions #4-5: Indicate if you are currently enrolled in a graduate program/specialty in the UW School of Nursing Seattle campus and are applying to transfer to or add

another specialty/certificate program to your current program/specialty.

Question #6: Indicate if you have previously attended the UW School of Nursing Seattle campus.

Question #7: Complete this question if you have previously applied but were not accepted to the UW School of Nursing Seattle campus.

Question #8: Indicate if you are applying to other graduate programs, including the names of the schools. This is used for statistical purposes only.

Question #9: Complete this question if you are currently taking courses in the School of Nursing as a Graduate Non-Matriculated student.

Question #10: Complete this question if you are currently completing a degree program through the UW School of Nursing Seattle campus.

Question #11: Post-baccalaureate applicants must complete a basic course in descriptive and inferential statistics with a grade of at least 2.0 (C). See <http://nursing.uw.edu/admissions/stats> for accepted courses.

Effective for 2014 admissions, this statistics course must be completed within 5 years of matriculating into the program.

Questions #14-15: List all nursing licenses you currently hold (APRN, CNA, LPN, NAC, RN). Include the license number, U.S. state, and expiration date for each. For certifications, include the certifying body and expiration date.