

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](mailto:sonas@uw.edu).

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

## **Before Beginning Your Application**

Graduate Certificate Programs in Advanced Practice Nursing (GCPAPN) are **post-graduate** programs for individuals who have an appropriate graduate degree in nursing (or another field, if eligible) OR who are currently enrolled in an appropriate graduate program at the University of Washington.

**If this does NOT apply to you and you still wish to apply to a GCPAPN**, you must also apply to an appropriate graduate program in the School of Nursing plus an area of interest (e.g., Nursing – Seattle Campus (M of Nursing)/Community Health Nursing, Nursing – Doctor of Nursing Practice/Adult Nurse Practitioner).

Make sure you are eligible to apply to the GCPAPN of your choice. 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
- In-process or earned graduate degree (some certificate programs require a graduate degree in nursing) plus an earned baccalaureate degree from an accredited university
- Proof of English language proficiency if your native language is not English:  
<http://nursing.uw.edu/admissions/english>
- Domestic and international applicants must have an active, unrestricted U.S. registered nurse (RN) license if the certificate program requires clinical (NCLIN) courses:  
<http://nursing.uw.edu/admissions/international/grad>

## **Deadline**

**The deadline for Autumn 2013 admission is 5:00pm, January 15, 2013.** Applications to certain certificate programs that are postmarked 1/15/2013 or received after the deadline will only be accepted a space-available basis (see the chart at <http://nursing.uw.edu/gcpapn/>).

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 GCPAPN 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

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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

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Non-native English speakers may be required to submit English language proficiency scores, including separate scores for spoken English if your graduate certificate program requires clinical (NCLIN) courses. If you do not meet the minimum scores **you are NOT eligible to apply to that GCPAPN program.**

- If your graduate certificate program requires clinical courses, see:  
<http://nursing.uw.edu/admissions/international/english#mndnp>
- If your graduate certificate *does not* require clinical courses, see:  
<http://nursing.uw.edu/admissions/international/english#msphd>

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

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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 GCPAPN, 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/fag/applying.shtml#transcript>

## Letters of Recommendation

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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](mailto: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 – Grad Cert Prog. – Adv Pract Nurs 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 give her/his impression of your:

1. Ability as a scholar
2. Clinical nursing competence
  - **Infant Mental Health Program applicants:** Your recommender is asked to comment on your clinical competence, specifically your ability to work sensitively and effectively with infants/toddlers and their caregivers)
3. Teaching and supervisory potential or ability
4. Personality, integrity, and ability
  - **Infant Mental Health Program applicants:** Your recommender if asked to comment on your personality, integrity, and ability to understand your own and others' emotional states and needs

5. Potential for research and professional development

## Resume

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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 not exceed 4 pages and should be saved as a PDF document.

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.
- Use easy-to-read fonts (e.g., Arial, Calibri, Tahoma) and a font size no smaller than 10-point.

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

## Admissions Questions

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Compose and save your responses to these questions in a word processor document. You can then cut and paste the 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. **Purpose:** Identify a major problem of personal concern or interest to you. Describe how the Graduate Certificate Program to which you are applying will help prepare you to address this issue as a healthcare provider.
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 influence your ability to serve the community you work with/will be working with.
3. **Infant Mental Health applicants ONLY:** Describe a situation in which you struggled to establish and maintain a relationship (family, friend, or professional). What did you learn from this experience? If you could do it over, would you do anything differently?

## School of Nursing Required Supplement

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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

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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

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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 – Grad Cert Prog. – Adv Pract Nurs** (plus your certificate program of interest) as the graduate program you are applying to.

**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 (DOC), 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.*

**Resume:** Upload your resume in PDF format only. The file size must be 500KB or less.

**Admissions Questions:** We recommend composing your answers to the admissions 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.

**Optional Statement:** Complete this section only if you believe that your transcripts, resume, and/or admissions responses do not accurately reflect your ability to succeed in the certificate program you are applying to.

### 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 if you are currently completing a degree program through the UW School of Nursing Seattle campus.

**Question #11:** Applicants to certificate programs are not required to complete a statistics course prior to enrollment.

**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.