SCHOOL OF NURSING
UNIVERSITY of WASHINGTON

Graduate Certificate Program in Advanced Practice Nursing (GCPAPN) Application Checklist

Step One: Apply to the UW Seattle Graduate School & School of Nursing

Create your online applicant profile at https://www.grad.washington.edu/applForAdmiss/. Select **Grad Cert Prog. – Adv Pract Nurs** (plus your program of choice) as the graduate program you are applying to. *Failure to choose the correct program will delay and possibly disqualify you from consideration for admission.*

Submit your online application no later than 5:00pm on January 15.

Step Two: Submit Printed Application Materials to the UW School of Nursing

The GCPAPN program application and supplemental materials, in addition to the online application, must be submitted no later than **5:00pm on January 15.** After you have submitted your online application, print off each of the items below and sign, if applicable. Send everything directly to the UW School of Nursing in **one** packet and in the following order:

- ❑ UW Graduate School application form*
- ❑ UW School of Nursing Background Check form*
- ❑ School of Nursing Required Supplement form*
- ❑ Current resume *(see instructions for format guidelines)*
- ❑ Responses to the admissions essay questions *(see instructions for essay questions)*
- ❑ One sealed official transcript from each college or university you have ever attended or are currently attending, including the University of Washington

**Item requires your signature*

Your letters of recommendation will be submitted to the School of Nursing online. When you send your application to the UW School of Nursing, please:

Dos	Don'ts
• Print single-sided pages **ONLY** • Print on plain white paper • Print each of the required application materials from your online profile **before you submit the application,** unless you have them saved in a word processor file • Include all of the items listed on the checklist above in ONE packet • Mail the application packet to the UW School of Nursing (or drop it off in person) so it arrives before 5:00pm on 1/15/2013	• Do NOT print double-sided pages • Do NOT print on textured, scented or colored paper, or on heavy cardstock • Do NOT bind the application in any way, including: o Staples o Paper clips o Binders/folders • Do NOT submit items not requested on the checklist. • Do NOT submit a late or unsigned application

Additional Requirements

If you are admitted to the GCPAPN program, you must meet the following requirements by the time you enroll in Autumn Quarter (see the UW's Academic Calendar for quarter start dates at: http://www.washington.edu/students/reg/calendar.html):

- ❑ Domestic and international applicants must possess an active, unrestricted Registered Nurse (RN) license in the state of Washington if the certificate program requires clinical (NCLIN) courses
- ❑ In-process or earned graduate degree (some certificate programs require a graduate degree in nursing) plus an earned baccalaureate degree from an accredited university

AUTUMN QUARTER 2013 APPLICATION DEADLINE

5:00pm, January 15, 2013

Applicants who submit all required materials by 5:00pm on January 15 are ensured a review.

Applications missing required materials, missing a signature, or not meeting the minimum GPA requirements will not be considered for admission.

Applications to certain certificate programs postmarked 1/15/2013 or later will be considered on a space-available basis; see the chart for certificate programs with priority deadlines at: http://nursing.uw.edu/gcpapn

ADMISSIONS REQUIREMENTS

GCPAPN admissions requirement information can be found at:

http://nursing.uw.edu/gcpapn

CONTACT THE SCHOOL OF NURSING

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

Health Sciences Building
T-Wing, Room T-301

Phone: (206) 543-8736 or
1 (800) 759-NURS

Fax: (206) 543-3624

Email: sonas@uw.edu

http://nursing.uw.edu

Offers of admission will be withdrawn if the above requirements are not met. For applicants who meet the above requirements and accept our offer of admission:

- ❑ You will receive instructions about completing the required criminal background check online through Verified Credentials, Inc. (Note: There is a fee for this service.)
- ❑ Prior to enrolling, you will need to complete several compliance requirements, including providing documentation of the required immunizations and having a current CPR certification. For more information, visit http://nursing.uw.edu/policies/compliance.
- ❑ You must be available for orientation on 9/20/2013 and 9/23/2013.
- ❑ Your immunizations must be kept up-to-date throughout the duration of your program.

Due to the high volume of applications the School of Nursing receives, we cannot notify you if and when we have received your application nor inform you if your application packet is complete. For this reason, we ask that you submit all of your application materials in one packet and make copies of application materials for your own records.

If you live in the Seattle area, you are welcome to drop your application packet off in person. If you are mailing in your application packet, we recommend that you send it via Certified Mail. **Do not phone or email Academic Services to check on the status of your application.**

Applicants can follow the admissions process online using our Admissions Updates blog: http://nursing.uw.edu/admissions/blog. You can also check the status of your application via your UW Graduate School applicant profile. Please allow at least 1 business week for your status to be updated by Academic Services.