SCHOOL OF NURSING
UNIVERSITY of WASHINGTON

Graduate Non-Matriculated Status (GNM) 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 (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 Graduate Non-Matriculated (GNM) status. You must have:

- ❑ Graduated from an approved baccalaureate program with a minimum cumulative Grade Point Average (GPA) of 3.0 for the last 90 **graded college/university quarter hour credits** you completed

International students on F-1 visas are not eligible for GNM status.

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

Application Checklist

- ❑ UW Graduate School application form*
- ❑ School of Nursing Required Supplement form*
- ❑ Current resume *(see instructions for format guidelines)*
- ❑ Goal statement
- ❑ 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*

Deadline

Application materials must be submitted by one of the following School of Nursing deadlines. We cannot guarantee that an application submitted after a deadline can be processed in time to allow you to enroll for the quarter of your choice.

Desired Quarter of Enrollment	*Deadline*
Autumn Quarter	May 1
Winter Quarter	November 1
Spring Quarter	February 1
Summer Quarter	May 1

You will be notified of the admissions decision by the GNM Office. Once admitted, the School of Nursing will put you in contact with the appropriate School of Nursing GNM advisor, depending on your area of interest. This advisor will help you plan which course(s) to enroll in.

How to Apply

Effective January 2013, GNM applicants are required to pay the Graduate School application fee. See https://www.grad.washington.edu/applForAdmiss/ for fees and application procedures.

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.**

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.

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 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.

Goal Statement

Submit a brief goal statement explaining your reason for applying for GNM status. Compose and save your goal statement in a word processor document. You can then cut and paste the saved responses into the online application, and will need to print this to include with your application.

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.

Online Application Instructions

Read the instructions for each question as your 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 the School of Nursing graduate program to which you intend to eventually apply:

- Master of Nursing (MN): **Nursing – Seattle Campus (M of Nursing)**
- Master of Science (MS): **Nursing – Seattle Campus (MS)**
- Doctor of Nursing Practice (DNP): **Nursing – Doctor of Nursing Practice**
- Doctor of Philosophy in Nursing Science: **Nursing Science – (PhD)**

Also select your area of interest within the program (this does not apply to the PhD program).

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.

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

Goal Statement: We recommend composing your goal statement in a word processor first and then cutting and pasting it into the appropriate field on the application.

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

School of Nursing Graduate School Application Supplemental Form

Download the School of Nursing Graduate School Application Supplemental form from http://nursing.uw.edu/admissions/supplemental-app. Save and upload the completed PDF to your online application.

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

Questions #4: Select the degree program and track you intend to eventually apply to (e.g., GNM Status: DNP Adult Nurse Practitioner).

Question #5: Skip this question; it applies to DNP applicants only.

Question #8: Indicate if you are applying to other graduate programs, including the names of the schools.

This information is used for statistical purposes only and will not affect your admissions decision if you choose not to complete this.

Question #9: Applicants to GNM status are not required to complete a statistics course prior to enrollment.

Questions #10-11: List all nursing licenses you currently hold (RN, APRN, CNA, LPN, NAC). Include the license number, U.S. state in which the license/certification is held, and expiration date for each.

For certifications, include the certifying body and expiration date.