

## BSN Application: Applying to the University of Washington School of Nursing

Thank you for applying to the University of Washington School of Nursing Bachelor of Science in Nursing Program. Please read through these directions thoroughly before you begin the process – this will help to ensure that you submit all of the required application materials and prevent unnecessary frustration.

If you are **not** a current UW student, in addition to submitting the School of Nursing application, you will apply to the UW Admissions Office as an undergraduate transfer, postbaccalaureate or international applicant. An application fee, paid to the UW Admissions Office, is \$60 for domestic applicants, or \$75 if you are an international applicant (fees subject to change). <http://admit.washington.edu/Apply>.

**All applicants:** There is no fee to submit the School of Nursing application. However, if you are offered admission to the BSN program and wish to accept, you will be required at this time to pay to have your background check run using the service specified by the School of Nursing. Payment will be made on-line to the service.

During the application process, you will need to complete forms electronically. To do this, you will need a PDF (Portable Document Format) reader such as Adobe Acrobat Reader. For more information about PDFs and downloading the software, please go to: <http://www.son.washington.edu/admissions/pdf.asp>.

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### Part I: Before Beginning Your Application

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#### 1. Be Sure You Will be Eligible to Apply to the Program

Remember that the following are **minimum requirements** to be eligible to apply to the BSN program. If you do not meet any of these requirements, you should NOT submit an application:

- 100 hours of volunteer or paid health care experience in one setting within a period of three (3) months
- A minimum grade of 2.0 or “C” in each prerequisite course. This includes the the Natural World (NW) prerequisites, as well as the Communications; Problem Solving (QSR), Individuals and Society (I&S), and Visual/Literary and Performing Arts (VLPA) prerequisite courses.

- You are required to have a minimum of 3 of the Natural World prerequisite courses completed **AT TIME OF APPLICATION** with a cumulative GPA of 3.0 or higher. If you have 4 or more of these Natural World courses completed a minimum cumulative GPA of 2.8 is required.

**IMPORTANT:** Please follow **instructions and use worksheet for calculating your Natural World prerequisites GPA:**

<http://www.son.washington.edu/admissions/docs/BSN2010/BSNprereqworksheet.pdf>.

## 2. Obtain Transcripts

All Applicants: To apply to the School of Nursing you must submit one transcript from each post-secondary school you have attended, including the UW, with your application. The School of Nursing will accept unofficial transcripts. You must include a transcript for every school attended, even if credits from those schools appear on your UW transcript. If you are finishing any prerequisites **at the end of Autumn 2009**, you should wait to obtain the transcripts showing your grades for these courses, to submit with your School of Nursing application.

Current UW students: Remember you must submit a copy of your UW transcript as well as separate transcripts from any other post-secondary schools you have attended.

Non-UW students: You will also need to submit two (2) official copies of all transcripts with the University of Washington application; this is in addition to the one unofficial copy required by the School of Nursing. Again, the **University of Washington Admissions office requires two (2) official transcripts** from each post-secondary school attended.

## 3. Determine Who Will Write Your Letter of Recommendation

You are required to submit one recommendation from a recent supervisor, who has supervised you in a paid or volunteer position in a health care setting. Ideally, this individual will be a registered nurse (RN). You may wish to make time to sit down and discuss the letter of recommendation with your recommender. Be sure to arrange for your letter of recommendation well in advance of the application due date. See Part III of these instructions for more information.

## Part II: Application Instructions

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### 1. Complete the Optional Data Form, if you choose.

<http://www.son.washington.edu/admissions/docs/BSN2010/OptionalData.pdf>. The information you provide on this form will **not** be used in admission decisions. Although completion of the form is not mandatory, the information provided is useful to the School of Nursing for statistical purposes.

### 2. Complete the School of Nursing BSN application electronically.

<http://www.son.washington.edu/admissions/docs/BSN2010/BSNApplication.pdf>.

The BSN application consists of a five-page interactive pdf document that you should fill out electronically, then print, sign, and submit to the School of Nursing.

- **Previous UW Student Information** – Complete if applicable.
- **Personal Information** - Complete as directed.

- **Contact Information** - Complete as directed.  
All official correspondence from the School of Nursing, including email invitations to the proctored essay, and letters of acceptance, denial or waitlist status will be sent to the contact address that you provide. We may also attempt to correspond with you via electronic mail, phone, or emergency contact if we have questions about your application. It is your responsibility to keep the School of Nursing updated if there are any changes to your contact information.
- **Applicant Information** - Fill in and check all that apply.
- **Personal Statement** - Complete as directed. Your response must be no more than two (2) typed pages, double-spaced, in 10 or 12 point font.
- **Academic Background** - Fill out the information as requested on the Application Form. List ALL community colleges, colleges and universities that you have attended. Include location and whether the school was a 2-year or 4-year institution. If you did not receive a degree at a particular school, leave those spaces blank. **Your application will not be considered for admission if you do not list ALL of the schools that you have attended.**
- **Prerequisite Coursework** –keep the following in mind:
  - On the application you are asked to list required prerequisites. In addition, **for the Natural World prerequisites only, you will calculate a cumulative GPA.**
  - **Courses in which you did not earn the minimum required grade of 2.0 (or “C”) should not be listed.** If you have earned a grade below 2.0 in a prerequisite course, you must re-take it and earn a minimum grade of 2.0 in order for it to count toward fulfillment of your prerequisites and allow you to become eligible for entry to the program.
  - *You must have a minimum of 90 quarter credits of total course work, or the equivalent in semester or other units, to be eligible for the Nursing Program.* Although you are not asked to list these on the application, the balance of the 90 required credits must be made up with elective courses.
  - All required prerequisites must be completed by August 31, prior to the beginning of the program, should you be admitted to the program, or your admission will be cancelled.
  - **You are required to submit catalog course descriptions for courses taken out-of-state.** See III-5 below.

**Reminder: All Transfer Students to the UW are now subject to an English Proficiency Requirement:** <http://depts.washington.edu/registra/students/elpr/>. **This must be satisfied, including completion of any Academic English Program (AEP) courses,** no later than August 31, should you be admitted to the program, or your admission to the School of Nursing will be canceled.

- **Name of Reference** - This is the name of the person who is writing your letter of recommendation.
- **Name of Essay Proctor** - This section must only be filled out if you are an out-of-area applicant who is unable to attend the proctored essay writing session on campus. List the name of the faculty member, academic advisor or work supervisor who will serve as your proctor and **her/his**

**email address and phone number**, should you be asked to write a proctored essay. The essay topic and instructions will be **emailed** to your proctor (See Part VI of these instructions).

- **Application Checklist and Signature** – Carefully read the last two pages of the application, complete the checklist, and sign and date where indicated. You are responsible for reading and understanding the admissions requirements, including the **Essential Qualifications of Candidates for Undergraduate Admission, Continuance and Graduation**:  
<http://www.son.washington.edu/admissions/memo.asp?id=27>.

Applications that are not signed and dated are considered to be incomplete.

### **Part III: Instructions for Completing Additional Paperwork**

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The following items must be submitted along with your BSN application.

1. **Completed and Signed School of Nursing Conviction/Criminal History and Authorization for Repeat Background Checks and Dissemination of Results form**

Print form out here: <http://www.son.washington.edu/admissions/bgcheck.asp>

2. **Letter of Recommendation**

Print out the BSN Recommendation form at:

<http://www.son.washington.edu/admissions/docs/BSN2010/BSNrecommendation.pdf>.

Completely fill out the first page of the form, including your name, and the name, address and phone of the place where you worked/are working. Indicate your volunteer/employment dates and your total number of hours of work experience as of December 31, 2009. Sign and date the form on the bottom of the first page if you choose to waive your right to review the recommendation.

Forward the recommendation form (both pages) to the person you have chosen to submit the recommendation for you. Once your reference person completes the second page of the form and attaches the recommendation to the completed form, they should put these in a sealed envelope and give the sealed envelope **to you**. Submit the sealed envelope with your application.

3. **Personal Statement** (2 pages maximum)

The Personal Statement is an accompanying document. Refer to the BSN application, Section D for instructions. The statement should be no more than two (2) double-spaced typed pages in a font size no smaller than 10.

4. **Resume** (1-2 pages)

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. **Give each category below a header. Include the name, location, dates, and total hours of each experience and give a short detailed description of your activities and responsibilities; also provide a contact name and phone number and/or email address when requested to do so.** Be sure to proofread the resume for spelling. Please do not use a print font size smaller than 10.

- Health care experience. Volunteer or paid work in a health care setting. You must have a minimum of 100 hours of volunteer or paid health care experience in one setting for a minimum of 3 months. (The majority of competitive applicants have several hundred hours of healthcare experience for 9 months or more.) Include supervisor contact name, phone number and/or email address.
- Community involvement/service. Active participation in a group/community, such as a student or other organization, neighborhood, club, church, etc. Include appropriate contact name, phone number, and/or email address.
- Leadership/teaching experiences. Include situations where you have taken the lead, been in charge of a particular effort, and/or have trained individuals or groups. Include appropriate contact name, phone number, and/or email address.
- Non-English language proficiencies. For every language you list, indicate:
  - Your speaking ability (native speaker, fluent, basic, minimal/none),
  - Your writing ability (fluent, basic, minimal/none), and
  - Your reading ability (native, college level, grade school level, none.)
 Please also indicate how and when you learned the other language(s), and how long you have been using it/them. If you studied the language indicate where and for how long you studied it.
- Health care training, licenses, or certificates (optional). Examples are CPR training, HIV/AIDS education, and licenses/certificates for Nursing Assistant Certified, Licensed Practical Nurse, Doula, Mental Health Counselor, etc. Include the training date(s), provider(s), and license/certification numbers (when applicable).

The resume serves to familiarize the application reviewers with your experiences and preparations relevant to the nursing program. It is important that you describe the specific activities and responsibilities of your experiences, not just list the experiences. You want to present yourself as a good candidate for the BSN program.

#### **5. Course descriptions for all courses taken outside of Washington State.**

If you completed any prerequisite courses out-of-state, you should submit course catalog descriptions for these courses. Descriptions supplied by a school, photocopied from a course catalog or cut and pasted from a school Web page are acceptable. Be sure to indicate the full school name and location where you took the classes on your course descriptions.

### **Part IV: For Non-UW Students Only: Applying to the University of Washington**

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#### **1. Apply to the University of Washington**

Undergraduate Admissions applications for transfer, postbaccalaureate and international applicants can be found at: <http://admit.washington.edu/Apply>.

If you are unable to apply on-line, contact the UW Office of Admissions:

320 Schmitz Hall  
1410 NE Campus Parkway, Box 355852  
University of Washington  
Seattle, WA 98195-5840

<http://admit.washington.edu/Contact/Students>. 206/543-9686

Students returning to the UW, without having completed a degree and after a specified number of quarters have passed, may need to submit a Returning Student Application.

We recommend that BSN applicants submit their UW application 2-4 weeks prior to the January 15, 2010 School of Nursing application deadline.

## **Part V: Submitting Your Application**

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Mail or bring the following items to the School of Nursing in one packet:

- The School of Nursing BSN application form
- Optional Data Form—if you choose to complete it
- Completed and Signed School of Nursing Conviction/Criminal History and Authorization for Repeat Background Checks and Dissemination of Results form
- Personal Statement
- Transcripts
- Letter of Recommendation
- Resume
- Course descriptions for all courses taken outside of Washington State

Mail materials to:

University of Washington  
School of Nursing  
Academic Services  
Box 357260  
Seattle, Washington 98195-7260

You may also drop materials off in-person. For directions to Academic Services, School of Nursing see: <http://www.son.washington.edu/about/directions.asp>.

Application materials must be at the School of Nursing **no later than 5:00pm PST on January 15, 2010**. Applications postmarked January 15, 2010 are not acceptable and late applications will not be considered for admission.

Due to the high volume of applications received by the School of Nursing we cannot notify you of receipt of your application nor inform you whether or not your application packet is complete. For this reason, we strongly encourage you to submit all of your application materials in one packet. If

you live in the Seattle area, you are welcome to drop your application off in person. If you are mailing in your packet, we recommend that you send it via Certified Mail.

**Please do not phone or email our office to check on the status of your application.**

You will receive an official email notification informing you whether or not to write the proctored essay by February 12, 2010. Official admission decision letters will be sent out by April 15, 2010.

## **Part VI: The Proctored Essay**

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After initial review of all applications, all applicants will receive an email from the School of Nursing indicating whether or not they should come in to write the proctored essay. All applicants should be sure to check their email on a regular basis. The proctored essay is counted as part of your BSN application. **If you are asked to write the proctored essay and do not, you will not be admitted to the program. Emails will be sent out by noon on February 12, 2010.**

### **Proctored Essay Session at the UW**

If you are notified by the School of Nursing that you should write the proctored essay, and you are in the greater Seattle area, you must come to the UW campus and attend the session listed below. You will submit one essay.

#### **Proctored Essay Session: Wednesday, February 17, 2010 - 6:00-7:00pm**

You do not need to make an appointment; simply come to the session. There will be no makeup sessions

The essay-writing session is one hour and is generally held in the Health Sciences Building. The precise location is not known at this time but will be communicated to you in the email we send to you regarding the proctored essay. Directions to the UW Health Sciences Building are posted here: <http://www.son.washington.edu/about/directions.asp>.

**You are required to bring a photo ID to the proctored essay session.** You may also bring a pen with which to write, although pens will be provided. Dictionaries are not allowed. **You are strongly discouraged from bringing cell phones or other electronic devices OR backpacks to the session.** If you do bring any of these things you will be required to turn all devices off and to store your belongings away from where you are seated.

### **Proctored Essay Session for Out of Area Applicants**

Applicants for whom it would be unreasonable to come to the UW campus must designate a faculty member, academic advisor, or work supervisor to serve as their proctor. If you are asked to write the essay, **instructions for administering the essay writing session will be emailed by the School of Nursing to your proctor. It is important that you arrange for a proctor who can proctor your essay during the day or evening of Wednesday, February 17. Proctors will be emailed the essay instructions and topic by 5pm on Tuesday, February 16 and must return your essay by noon on Thursday, February 18, 2010.**