

Graduate Certificate Programs: Applying Online to the University of Washington and the University of Washington School of Nursing

The University of Washington School of Nursing and Graduate School use a combined online application for graduate programs. Please read through these directions thoroughly before you begin the process – this will help facilitate sending in the appropriate application materials and prevent unnecessary frustrations.

There is a \$65 UW Graduate School application fee. Upon admission, you will also pay a \$69 fee to have your background check run (fees subject to change).

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

Before Beginning Your Application

1. Order your Transcripts

Order **three** copies of your official transcript from each post-secondary school you have attended. Have these transcripts **sent to you** in sealed envelopes. You will submit one official copy of all transcripts to the School of Nursing. If you attended the University of Washington you **MUST** submit an official UW transcript with your application.

Upon admission to the UW Graduate School, you are required to send them a separate set of official transcripts, but only from schools that awarded you a degree. International applicants are required to submit this second set at the **time of application**.

The third set of transcripts is for your own personal records.

During Your Application

1. Create Your Online Application Profile

The combined School of Nursing and UW Graduate School application can be found at:
<https://www.grad.washington.edu/applForAdmiss/>

Select the Graduate Certificate program “Nursing – Grad Cert Prog – Adv Pract Nurs (your specialty of interest)”.

2. Letters of Recommendation

When applying, you will be asked to identify your recommenders. These people will be sent an e-mail requesting that they fill out a specific recommendation form online. If your recommenders do not use

e-mail, you should contact Academic Services at the School of Nursing as soon as possible (206.543.8736, sonas@uw.edu).

Your reference persons will be sent an e-mail asking them to address the following criteria; you may wish to make time to sit down and discuss the letter of recommendation with each of your recommenders:

- Ability as a scholar
- Clinical competence (nursing or other)
- Teaching and supervisory potential or ability
- Personality and integrity, both personal and professional
- Potential for research and professional development

Required are: one academic reference, one reference from a current clinical supervisor and a third reference, either academic or clinical. References should be current, from within the last two (2) years. The School of Nursing will access your completed letters of recommendation online.

3. **Résumé**

Submit a résumé 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 résumé should not exceed four (4) pages, and should be saved as a PDF document.

Applicant résumés are often the weakest part of their applications. GCPAPN applicants should keep these points in mind:

- The School of Nursing is interested in knowing about a wide spectrum of relevant experience, both formal and informal.
- Of particular interest to the Admissions Committee are 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 just give position titles; be specific about the responsibilities involved in experiences.

Use the following tips to present the strongest résumé possible:

- **PROOFREAD** for errors, including your phone number. Consider asking someone else to proofread as well, because he or she will sometimes catch errors that you may be missing during your own review.
- Use your full name, address and phone number at the top of your first page. If your résumé 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 résumé.
- Use fonts that are easy to read.
- Use plain résumé stock paper in a pale color. Marbled stationery and dark-colored paper detract from the professionalism of your résumé and make illegible faxes and copies.

4. Admissions Questions

Save your responses to the admissions questions in a word processor document and cut and paste the answers into the online application. Each response should be 250-300 words. If you are applying to more than one specialty, you will copy and paste your answers to both sets of questions into the *same form field*.

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 to 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 influences 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?

Make sure that you save a copy of your final answers to the admissions questions in a document outside the online application. You will need to print out and mail in your answers to these questions, and you WILL NOT be able to print out the questions from the form fields once you have submitted your application to the Graduate School.

5. Supplemental Form

Download the School of Nursing Supplemental Form and save this interactive PDF to your computer. Fill in the requested information, save the form and upload this to the online application when prompted to do so. This form can be found at:

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

6. Background Check.

Applicants to the UW School of Nursing are required to disclose details of their conviction/criminal history through the Conviction/Criminal History, Authorization for Repeat Background Checks, and Dissemination of Results Form. Because a conviction may appear on your record even if you believe it to have been expunged, you are encouraged to disclose all convictions. Failure to self-disclose criminal history that appears on a background check renders the applicant ineligible for admission.

The form and detailed information can be found at:

<http://www.son.washington.edu/admissions/bgcheck.asp>

Upon admittance to the School of Nursing, you will be required to obtain a background check through an online service, Verified Credentials, Inc. All admitted applicants will pay \$69 for this service. Please do not run this check prior to being admitted; if a check is run too early, you will be asked to run the

check again after admissions decisions are finalized. More information will appear in your admittance letter.

IMPORTANT

Remember to print a copy of your résumé, admissions questions responses, School of Nursing Supplement, and Conviction/Criminal History form. Please note that you can NOT access your application pieces after you have submitted your application online, so either print the pieces before you submit, or print copies from your own files.

Please print out a copy of the Graduate School application form after you have submitted your application online.

After Submitting Your Online Application

ALL application materials must arrive at the School of Nursing **no later than 5:00pm PST on the following dates:**

Domestic Applications:

Autumn Quarter start: August 1st

Winter Quarter start: November 1st

Summer Quarter start: April 1st

Military Applications: October 1st

International Applications: November 1st

Late or incomplete applications will not be considered. A complete application includes all of the materials you must mail in (see below), completed letters of recommendation and a completed background check.

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

- The UW Graduate School application form
- The School of Nursing Supplement
- Official transcripts
- Responses to the admissions questions
- Résumé
- [Conviction/Criminal History form](#)

Mail materials to:

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

To ensure that your materials are complete, you may check the status of your application via the UW Graduate School web site, which you used to submit your online application (see During Your Application: Create Your Online Profile). Due to the large number of applications the School receives, please allow one business week for the status of your transcripts and mailed copy to be updated. The statuses of your letters of recommendation are updated immediately upon online submission by the writer.

Upon admission, remember to mail a set of transcripts from schools where you earned a degree to the UW Graduate School (international applicants must do this at the time of application):

University of Washington
Office of Graduate Admissions
Box 84808
Room 301, Loew Hall
Seattle, Washington 98124-6108