

GEPN Application: 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 appropriate Graduate Entry Program in Nursing option for your desired degree listed as:

- Nursing – Graduate Entry Nursing Program – Doctor of Nursing Practice
- Nursing – Graduate Entry Nursing Program – Doctor of Philosophy
- Nursing – Graduate Entry Nursing Program – Master of Science
- Nursing – Graduate Entry Program – Master of Nursing

Indicate the quarter and year you wish to enter as Summer 2010. Please note that you may **not** apply for Summer 2011 at this time. If you wish to apply for Summer 2011, you will need to wait for the updated application to become available in August 2010.

If applicable, also include your specialty of interest. If you wish to apply to more than one specialty, select your first *and* second choice.

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 UW 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
- Future potential in clinical nursing
- Personality, integrity, and ability
- Potential for research and professional development
- Experience and effectiveness with diverse or underserved populations

Required are: one academic reference, one health care reference, and one character reference. 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

Applicants are required to submit a résumé describing life experiences, including professional, volunteer and community activities. Include any leadership roles, professional activities, consultation work, research, teaching, special achievements, and work with underserved and underrepresented populations, and health care experience. The resume should not exceed four (4) pages, and should be saved as a PDF document.

In the past, the Admissions Committee has noted that applicant résumés are often the weakest part of their applications. GEPN 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, health care experience, 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 answers 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 focal area/specialty, you will copy and paste a response for both focal areas/specialties into the *same form field* (*be sure to indicate which response belongs to which focal area/specialty*).

Admissions questions will vary depending upon your desired degree, but will address the following information:

- A current health care problem of interest to you
- Your experiences with underrepresented or underserved populations
- Why you chose the GEPN program
- An aspect of your life that is not addressed in the application, such as obstacles overcome or a defining experience
- Other questions regarding how your prior experiences and future goals make the GEPN program a suitable choice

5. Scholarly Paper (*GEPN-DNP and GEPN-PhD only*)

Submit a **scholarly paper** to provide an example of current skills in scholarly writing.

- **GEPN-DNP** applicants should analyze a current clinical problem or professional issue, using current and appropriate references to make an argument and support a position. The paper must be written solely by the applicant and be a maximum of **3** double spaced pages with one inch margins (excluding references). The paper will be evaluated on multiple factors including: overall paper is clear and coherent, individual points are clear, logical consistency and flow is evident, evidence is provided for content & referenced as appropriate, conclusions are valid, synthesis is evident, applicant's stance or opinion is evident, insight or reflection is evident, creativity or innovation is evident, and syntax, grammar, spelling, and punctuation are correct.
- **GEPN-PhD** applicants should submit a paper of **25** pages or less. Examples are a published or unpublished manuscript illustrative of concept analysis, an in-depth literature review in a focused area, or a research report. Theses are not accepted. The paper will be reviewed for clarity and thoroughness, its articulation with relevant published literature, and the degree to which it raises important issues for the development of nursing science.

This should be saved as a PDF document.

6. Required Supplement

Download the School of Nursing Required Supplement 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>

7. GEPN Prerequisite Inventory

Download the GEPN Prerequisite Inventory 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/GEPNPrereqs.pdf>

8. 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, Prerequisite Coursework Worksheet, Conviction/Criminal History form, and, when applicable, scholarly paper and photocopies of English competency scores. Please note that you CANNOT 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 October 15, 2009**. 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
- GEPN Prerequisite Inventory
- Official transcripts
- Responses to the admissions questions
- Résumé
- [Conviction/Criminal History form](#)
- When applicable, scholarly paper and photocopies of English competency scores

Mail materials to:

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

Your recommendation letters must be completed online and submitted by your recommenders no later than October 15th at 5pm.

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

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