

PhD 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 “Nursing Science – (PhD).”

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:

1. Describe applicant's strengths which you consider important in judging the applicant's potential for:
 - a. Completing the PhD program, and
 - b. A successful research career in nursing
2. Describe major weaknesses which you would consider important in judging the applicant's potential for:
 - a. Completing the PhD program, and
 - b. A successful research career in nursing

Required are: at least one reference who can comment on your academic performance, one reference from a work or research supervisor, and a third reference, either academic or professional. References should be current, from within the last two (2) years. The School of Nursing will access your completed letters of recommendation online.

3. Curriculum Vitae (CV)

Submit a copy of your current curriculum vitae. Include all significant employment for the past ten (10) years, listing the most recent employment first. List employment that is over ten years old if you feel it is relevant. In addition, list:

- All scholastic or related honors (awards, prizes, honors, scholarships, membership in academic societies, etc.) and dates awarded during the last five (5) years.
- Recent significant community activities and describe leadership responsibilities.
- Membership in professional organizations and describe significant participation during the last five (5) years.
- ALL published work. Give complete references, including publisher and date of publication.
- Significant unpublished work (theses, papers presented at conferences, other professional writings).

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. Why are you pursuing doctoral study in nursing science?
2. What are your program goals?
3. Please comment on your qualifications and readiness for doctoral study.
4. Briefly describe a problem area in nursing science on which you think you would like to focus.
5. What do you envision as a potential contribution (as potential contributions) you will make to nursing science?
6. What are your long-range career plans in nursing?

7. Why did you specifically select the PhD in Nursing Science program at the University of Washington? Address why the program is best suited to meet your educational and career goals.

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. Scholarly Paper

A Scholarly Paper provides an example of your current skills in scholarly writing. Analyze a current clinical problem or professional issue using appropriate references to make your argument and support your position. The paper must be authored solely by you and be a maximum of 25 double-spaced pages (excluding references). It will be evaluated on multiple factors including clarity, logical consistency, insight, and creativity or innovation. Theses are not accepted.

This should be saved as a PDF document.

6. 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>

7. 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 CV, admissions questions responses, scholarly paper, School of Nursing Supplement, Conviction/Criminal History form, and, when applicable, photocopies of English competency scores. Please note that you CANNOT access your answers 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 January 15, 2010**. Late or incomplete applications will not be considered. A complete application includes all of the materials you must mail in (see below) and completed letters of recommendation.

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
- Scholarly paper
- CV
- [Conviction/Criminal History form](#)
- When applicable, 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 January 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, background check, 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