SECONDARY APPLICATION CHECKLIST

This checklist is provided to assist you in collecting the materials listed below. Please email the technical standards, professional licenses (if applicable), prerequisite work sheet and repeated courses work sheet (if applicable) to EDS@westernu.edu. You will need to print to a PDF document or print/scan in order to email it to us. The application deadline is December 1, 2011, however you are encouraged to apply early to avoid any possible delays.

Check

___ A) SECONDARY APPLICATION FORM WITH ALL QUESTIONS ANSWERED
Must be electronically submitted on or before December 1, 2011

___ B) AGREEMENT PAGE
This page will be submitted electronically once you have paid your application fee. You can view content of the agreement on the Apply Now page.

___ C) SECONDARY APPLICATION FEE
Non-refundable application fee of $60 made payable via credit card at the time you submit your online application.

___ D) LETTERS OF RECOMMENDATION (SUBMITTED THROUGH NURSINGCAS)
Three letters of recommendation are required - two employers or faculty and one professional colleague (non-relative).

___ E) PERSONAL STATEMENT (INCLUDED IN SUPPLEMENTAL APPLICATION)
The personal statement is your opportunity to tell the Admissions Committee about your specific interest in Western University for your nursing education, and to explain your motivation for graduate study to become a master's prepared nurse. In addition, amplify what you would like the Committee to know about your academic qualifications, personal attributes and work experiences that uniquely prepare you to become a professional nurse.

___ F) RÉSUMÉ/CURRICULUM VITAE (INCLUDED IN SUPPLEMENTAL APPLICATION)
Include all previous employers and academic institutions attended.

___ G) PREREQUISITE WORK SHEET (PLEASE EMAIL DIRECTLY TO EDS)
Indicate how you have or will have fulfilled the prerequisites. The prerequisite work sheet must be filled out completely. Do not write “See Transcripts” otherwise your application will be considered incomplete.

___ H) REPEATED COURSES WORK SHEET (IF APPLICABLE AND EMAIL DIRECTLY TO EDS)
List all repeated courses. Do not include courses in progress.

___ I) OFFICIAL TRANSCRIPTS
Official transcripts must be sent directly to NursingCAS by the application deadline. Official transcripts are not forwarded to WesternU. WesternU will require official transcripts only after you have been accepted to the MSN-E program.
J) COURSES IN PROGRESS
All prerequisite course work in progress must be completed no later than the 2012 spring semester or quarter. Summer 2012 courses are not accepted.

K) PROFESSIONAL LICENSES (IF APPLICABLE – (PLEASE EMAIL DIRECTLY TO EDS)
Include copies of all current licenses.

L) TECHNICAL AND PROFESSIONAL STANDARDS – (PLEASE EMAIL DIRECTLY TO EDS)
All applicants must acknowledge that they have read and understand the Technical and Professional Standards for Nursing Practice by submitting a signed copy of the form with the Admissions Application.

M) INTERNATIONAL STUDENT SECTION (INCLUDED IN THE SECONDARY APPLICATION) - All questions in the International Student section must be completed.

International applicants, applicants who are not U.S. citizens and who are living in the U.S. and applicants who have applied for permanent residency but have not been approved at the time of application must complete the International Student section on the Secondary Application.

N) TEST OF ENGLISH LANGUAGE PROFICIENCY
Required for all applicants submitting course work from foreign schools
Test scores must be valid within 2 years from the time of application. The following exams will be accepted:

TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE)
Minimum Scores: 213 for the Computer Based test or 79 for the new Internet Based TOEFL (IBT).

MICHIGAN ENGLISH LANGUAGE ASSESSMENT BATTERY (MELAB)
Minimum Score: 77

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)
Minimum Score: 6.5

Please submit test scores directly to the Admissions Office at address listed below.

The Admissions Office will acknowledge receipt of your application by sending you an email within 5 business days (depending upon the volume of applications received). This acknowledgement does not confirm that your application is complete. It is your responsibility to ensure that all required documents are received on or before the application deadline.