College of Graduate Nursing

*MS in Nursing (ADN to MSN) Program*
*MS in Nursing (BSN to MSN) Program*
*Post-Masters Family Nurse Practitioner (FNP) Program*
*MS in Nursing, Family Nurse Practitioner (MSN/FNP) Program*

**Application Quick Tips & Timeline**

**Application Materials Needed**

- **Online application**
  - Through our website at [http://nursing.westernu.edu](http://nursing.westernu.edu)
  - $60 non-refundable application fee made payable via credit card at the time you submit your online application

- **Agreement page**
  - Will be submitted electronically after application fee has been received

- **Personal statement**
  - Will be submitted electronically within the online application
  - Compose your personal statement in a separate Word document and be sure to edit for spelling and grammar. It’s always a good idea to have others proofread for spelling, grammar, and clarity before submitting
  - Once your personal statement is ready, you can copy/paste within the respective section of the online application

- **Resume or Curriculum Vitae**
  - Will be submitted electronically within the online application

- **3 Reference Forms**
  - To be completed by two (2) employers or faculty and one (1) professional colleague (non-relative)
  - Can be sent in one of the following ways:
    - Complete the top section of the form before submitting to the recommender. The recommender must complete the remaining information on the form.
    - Have these forms scanned and emailed directly from your evaluators to EDS@westernu.edu
    - Receive the completed form in a sealed envelope from your evaluators and include in application (if mailed or brought in-person)

- **Copy of RN License and any Advanced Practice certifications if applicable (i.e. FNP, CRNA, CNS etc.)**

- **Official Transcripts of all schools attended**
  - All transcripts must be received – including any undergraduate and/or graduate coursework that did not culminate in a degree
NOTE: If you have completed any coursework outside of the US, you must get your coursework evaluated by either:
- Josef Silny & Associates (http://www.jsilny.com/)
- World Education Services (http://www.wes.org/)

- Non-BSN Supplemental Portfolio
  - This form is only required if you do NOT have a BSN degree (i.e., you graduated from a entry-level MSN program)

How to Write a Resumé or Curriculum Vitae

Visit these sites (not affiliated or officially endorsed by WesternU) for helpful tips on how to write a Curriculum Vitae:


Tips for Letters of Recommendation

- Always think of quality over quantity (i.e., do not focus on getting five OK letters, focus on three high quality letters)
- Put thought into whom you would like to ask – supervisors, professors, and professional colleagues are great places to start
- Ask someone that you have worked with and can cite specific examples of your work ethic, character, and/or educational strengths
- Visit these sites (not affiliated or officially endorsed by WesternU) for helpful tips on Letters of Recommendation:

Application Timeline

Our application deadline for the fall entry is March 1st – all application materials must be received on or before the deadline.
• Summer (or as early as possible) – begin seeking out your evaluators for your letters of recommendation and begin your online application
  o Letters of recommendation can be a timely process as it takes a while to ask the evaluator for the letter and the turnaround time for the evaluator to write the letter. Allow the evaluator ample time to complete the letter (2-4 weeks)
• July and August – Submit your online application. Complete and submit your Non-BSN Portfolio (if applicable)
• September to October – contact all schools attended and find out how to send transcripts.
  o Schools may take up to 3-4 weeks to send transcripts; avoid paying any rush fees by requesting transcripts early
  o WesternU prefers transcripts to be sent electronically, however if your schools do not offer this service we will accept sealed & mailed transcripts as well
  o You may have your school mail the transcripts directly or you can get an official copy and mail in yourself
• November to December – secure all letters of recommendation
• January to February – submit application packet with all documents well before the deadline to avoid rushing
Please verify that all documents have been submitted according to the APPLICATION MATERIALS CHECKLIST:

http://prospective.westernu.edu/nursing-dnp/apply/

Please send all application materials to:

Western University of Health Sciences
Enrollment Data Services (EDS) Office – MSN Program
309 E. Second Street
Pomona, CA 91766-1854
(909) 469-5335
E-mail: EDS@westernu.edu