



**College of Graduate Nursing**  
*Doctor of Nursing Practice (DNP) Program*  
**Application Checklist and How to Apply Guide**

**Application Materials Needed**

\_\_\_\_\_ **Online application**

- Through our website at <http://prospective.westernu.edu/nursing-dnp/apply/>
- \$60 non-refundable application fee made payable via credit card at the time you submit your application

\_\_\_\_\_ **Personal statement**

- Will be submitted electronically within the online application

\_\_\_\_\_ **Curriculum Vitae**

- Please include all previous employers and academic institutions attended
- Will be submitted electronically within the online application

\_\_\_\_\_ **2 Reference Forms**

- To be completed by an employer or faculty member (non-relative)
- Forms will be sent electronically to your recommender based on the information you provide in your application

\_\_\_\_\_ **Copy of RN License and any Advanced Practice certifications**

\_\_\_\_\_ **Verification of Post-Baccalaureate Clinical/Practice Hours**

- One of the following forms of verification may be uploaded to your electronic application: letter indicating completed hours from institution on institutional letterhead, \*unofficial transcript from institution where hours were completed, OR a copy of national certification for Advanced Practice Registered Nurses (APRNs).  
\*transcript must clearly indicate Masters-level clinical/practice hours completed (example: number of hours per unit indicated on transcript legend).

\_\_\_\_\_ **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
- WesternU prefers to accept transcripts electronically. These transcripts are considered official documents if they are sent directly from your school using one of the many

Online Transcript Exchange services. These services include Interfolio, Docufide, or E-Scrip Safe. Please check with your Registrar to see if this service is available. If this service is available, please have your Registrar's Office select the appropriate Western University of Health Sciences receiver account.

- *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/>)

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### **Example of scholarly writing**

- Examples: research proposals, published work, reports written for practice, and papers presented
- If you need further guidance on what would qualify as scholarly writing you can contact the Admissions office at [admissions@westernu.edu](mailto:admissions@westernu.edu)

### **How to Write a Curriculum Vitae**

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

1. [http://www.ehow.com/how\\_15747\\_write-curriculum-vitae.html](http://www.ehow.com/how_15747_write-curriculum-vitae.html)
2. <http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm>

### **Tips for choosing your recommender**

- 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 – employer or faculty are required by the college
- 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:

1. [http://www.ehow.com/how\\_8231050\\_recommendation-letters-graduate-school.html](http://www.ehow.com/how_8231050_recommendation-letters-graduate-school.html)
2. [http://www.ehow.com/how\\_8476069\\_ask-after-youve-out-school.html](http://www.ehow.com/how_8476069_ask-after-youve-out-school.html)
3. [http://www.ehow.com/how\\_8302154\\_can-school-working-three-years.html](http://www.ehow.com/how_8302154_can-school-working-three-years.html)
4. <http://www.petersons.com/college-search/letter-recommendation-how-ask.aspx>

## **Application**

Application opens in July, we suggest you begin seeking out your evaluators for your letters of recommendation and start your online application.

Contact all schools attended and find out how to order transcripts.

- Schools may take up to 3-4 weeks to send transcripts; avoid paying any rush fees by requesting transcripts early

Our application deadline for the Fall entry is **May 1<sup>st</sup>** – all application materials must be received on or before the deadline.

### **Please send all application materials to:**

Western University of Health Sciences  
Admissions Operations (AO) Office  
309 E. Second Street  
Pomona, CA 91766-1854  
(909) 469-5335  
E-mail: [AO@westernu.edu](mailto:AO@westernu.edu)