



**College of Graduate Nursing**  
*Emergency Nurse Practitioner (ENP) Certificate*  
**Application Quick Tips**

**Application Materials Needed**

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

- Through our website at <http://prospective.westernu.edu/nursing-enp/apply/>
- \$60 application fee

\_\_\_\_\_ **Agreement page**

- Will be submitted electronically after application fee has been received

\_\_\_\_\_ **Scholarly Essay**

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

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

- Will be submitted electronically within the online application

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

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

\_\_\_\_\_ **Copies of national certification as family nurse practitioner and unencumbered licenses**

\_\_\_\_\_ **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/>)

## **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 Obtaining Quality Reference Forms**

- Always think of quality over quantity
- 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:
  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 Information**

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

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.

Begin seeking out your evaluators for the required letters of recommendation and start your application as early as possible.

Please verify that all documents have been submitted according to the Application materials checklist:  
<http://prospective.westernu.edu/nursing-enp/apply/>

Please send all application materials to:  
Western University of Health Sciences  
Admissions Operations (AO) Office  
309 E. Second Street  
Pomona, CA 91766-1854  
Ph: (909) 469-5335  
E-mail: AO@westernu.edu