



College of Graduate Nursing

Emergency Nurse Practitioner (ENP) Certificate

Application Checklist and How to Apply Guide

Application Materials Needed

_____ Online application

- Through our website at <http://prospective.westernu.edu/nursing-dnp/apply/>
- **The \$60 non-refundable application fee is currently being waived**

_____ Scholarly Essay

- Will be submitted electronically after application fee has been received
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- 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 proofread 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 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 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
- Contact all schools attended and find out how to order transcripts
- Schools may take up to 3-4 weeks to send transcripts. Avoid paying rush fees by requesting transcripts early.
- 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 EScrip 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/>)

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:

- http://www.ehow.com/how_15747_write-curriculum-vitae.html
- <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
2. 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
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.

Our application deadline for the Fall entry is **May 1**. 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