



College of Graduate Nursing

Master of Science Entry Level (MSN-E) Program

Application Checklist and How to Apply Guide

Application Materials Needed

This checklist is provided to assist you in collecting the materials listed below. Your application will not be considered until all materials have been submitted by the deadline. The application deadline is November 1st. You are encouraged to apply early to avoid any possible delays.

_____ Online application

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

_____ Essay Questions

- Will be submitted electronically within the online application
- Compose your answers 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 responses are ready, you can copy/past within the respective sections of the online application.

_____ Resume/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 supervisors or faculty member (non-relative)
- Forms will be sent electronically to your recommender based on the information you provide in your application
- Written recommendations are accepted in addition to the two completed electronic reference forms.

_____ Official transcripts of all schools attended (do not include high school transcripts)

- 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/>)

_____ Prerequisite Coursework Worksheet

- Complete the electronic form with the course name, institution, and grade received for all prerequisites.
- Do not leave any blanks
- Do not write "see transcripts," otherwise your application will be considered incomplete
- All transcripts must be received – including any undergraduate and/or graduate coursework that did not culminate in a degree

_____ Repeated Coursework Form

- Use the electronic form to list any courses you have repeated. Do not include courses that are in progress.

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

Our application deadline for the Fall entry is **November 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